

Precinct Officers Duties

Members of the Precinct Committee who are elected at the Precinct Organization Meeting in odd-numbered years shall hold their offices for 2 years.

Precinct Committee consists of:

1. Precinct Chairman
2. Precinct Vice Chairman
3. Precinct Secretary
4. Block Captains (Members-At-Large)

Precinct Committee Objectives and Duties

- The Precinct Committee shall cooperate with the County Executive Committee in all elections and Party activities.
- Provide the County Chairman with a list of Party members within the Precinct suitable for appointment as Election Officials.
- Promote the principles of the Republican Party within the Precinct.

The Chairman of the Precinct

(approximate monthly time commitment: 6-8 hours)

- The Chairman of the Precinct is a member of the Executive Committee, and has a vote on that committee. They are strongly encouraged to attend the Executive Committee Meetings (held at Guilford GOP Headquarters – 5500 W. Friendly Ave., Greensboro, NC).

Duties:

- General supervision of the affairs of the party within their Precinct.
- Preside at all meetings of their Precinct.
- Along with the Secretary of the Precinct, certify the election of Officers, Committee Members, Delegates and Alternates to the County Convention before the conclusion of the Annual Precinct Organization Meeting.
- Recruit others to get involved in precinct and Guilford County GOP activities.
- Hold quarterly precinct meetings to recruit, train and network with your existing precinct volunteers. These meetings can be at a GOP HDQ office, coffee shop, at someone's house or other appropriate location.
- Compile a quarterly report from your block captains concerning actions taken, progress made and problems/concerns within their areas.

Precinct Officers (Cont.)

- Report to your District Chair quarterly concerning actions taken, progress made and problems/concerns within your precinct.
- Perform such other duties as may be prescribed by the Precinct Committee or the County Executive Committee.
 - Attend training meetings when offered.

The Vice- Chairman of the Precinct

(approximate quarterly commitment: varies, depending on duties assigned by Chairman)

Duties:

- Function as Precinct Chairman in his or her absence.
- Attend Executive Committee Meetings and stay informed on Party issues. In the event your Chairman cannot attend, you will cast a vote in his or her stead.
 - Attend training meetings when offered.

The Secretary of the Precinct

(approximate quarterly time commitment: 1-2 hours)

Duties:

- Keep all minutes and records.
- Maintain an accurate and updated list of registered Republican voters and workers within the Precinct, unless otherwise provided by the Precinct Committee or the County Executive Committee.
- Report quarterly to the Precinct Chairman concerning any changes within the precinct ie., contact information updates, new move-ins, etc.
 - Attend training meetings when offered.
- Along with the Chairman of the Precinct, certify the election of Officers, Committee Members, and Delegates and Alternates to the County Convention before the conclusion of the Annual Precinct Organization Meeting.

Precinct Officers (Cont.)

(Block Captains) Members-at- Large

(approximate quarterly time commitment: 4-6 hours)

A block captain is the first line of contact for the Party within a neighborhood or assigned area. They are responsible for approximately 25 Republican households in their surrounding area and report directly to the Precinct Chair.

Duties:

- Contact every Republican in your neighborhood or assigned area and ensure that all contact information is correct. This contact may take the form of phone calls, emails, direct mail or face-to-face contact.
- Forward updated contact information or new move-in information to the Precinct Chairman and the Secretary of the Precinct.
- Keep the Republican voters in your area informed on any events, meetings or announcements.
- Distribute targeted information to Unaffiliated voters as instructed by your Precinct Chairman or District Chairman.
- Report quarterly to the Precinct Chairman concerning actions taken, progress made and problems/concerns within your area.
- Attend training meetings when offered.

Suggested Sample Actions:

- Contact every Republican in your neighborhood and invite ONE of them to attend the next precinct meeting, executive committee meeting or special event hosted by the Guilford County GOP or one of its affiliated clubs.
- Invite local candidates to your "block" or neighborhood and introduce them to your neighbors either at an event at your home (or other appropriate location) or by door to door contacts.
- Invite a neighbor to accompany you to work as phone bankers in the local GOP office or with the local campaign.
- Register 1 new person to vote before the next meeting to grow our Republican numbers.
- Attend a local event - a fair, football game, or other large, public event that would be heavily attended by Republicans and sign up volunteers. Your county GOP may be already attending with a booth and they always need people to have a presence at the booth with stickers and other literature to be handed out.