

## DEMOCRATIC PARTY OF ROCK COUNTY

### Duties and Responsibilities of Party Officers

The Executive Board meets once a month in addition to the monthly general membership meetings and any other committee meetings. It is expected that all persons elected to the Executive Board attend all meetings. Additional board members are expected to assemble committees of general members to fulfill the duties of the elected position.

All Executive Board members are elected for a one (1) year term. General members who wish to run for an executive board position must attend the December meeting.

**Chairperson:** The chairperson shall be the presiding officer at all meetings and shall act as the administration head of the organization. The chairperson shall have the power to appoint special ad hoc committees and their chairs. The chairperson, with the advice and consent of the Executive Board, shall have the power to appoint a parliamentarian, a sergeant - at arms, and a legal counsel. Such special ad hoc committees and appointees shall serve until their assignment is complete or the county chairperson's term of office expires.

**Deputy Chairperson:** the deputy chairperson shall assist the chairperson with the chairperson's duties and responsibilities. The deputy chairperson, in the absence of the chairperson, shall represent the county at party meetings and functions, and shall serve as acting chairperson at county party meetings. The deputy chairperson shall assume the duties and responsibilities of the chairperson, with the advice and consent of the Executive Board, when the chairperson can no longer serve. When the deputy chairperson so assumes these duties and responsibilities, the deputy chairperson becomes the chairperson for the remaining term of office, and, with the advice and consent of the Executive Board, a person from the general membership willing to serve is chosen as the deputy chairperson.

**Vice chairperson for Communications:** The vice chairperson for communications shall be responsible for the production of a newsletter on a schedule determined by the chairperson and the Executive Board, maintain regular contacts with all Rock County area media, generate such promotion and publicity as the Democratic Party of Rock County shall require for special events, and shall be available for consultation with the candidates prior to elections.

**Vice Chairperson for Membership:** The vice chairperson for membership shall be responsible for efforts to recruit new members and retain present members, maintain complete membership records, and supply application forms and other material relating to membership.

**Vice Chairperson for Finance and Fund Raising:** The vice chairperson for finance and fund raising shall coordinate county party fund raising events, coordinate special activities relating to fundraising, seek new ways to raise funds for the county party, coordinate the spending of the budget with the chairperson and treasurer, assist the treasurer with the finances of the county party, and work with other officers and appointees on funding for special events.

**Vice Chairperson for Elections:** The vice chairperson for elections shall be responsible for recurring candidates for state and local offices, county campaign volunteers, and candidates for the officers of the Democratic Party of Rock County. The vice chairperson for elections shall also act as a liaison between the Democratic Party of Rock County and federal, state, county, and local candidate campaign committees.

**Secretary:** The secretary shall be responsible for taking minutes at general meetings and Executive Board meetings. The secretary shall keep and maintain meeting minutes, business records, and all other county party records and correspondence.

**Treasurer:** The treasurer shall be the custodian of the funds of the organization, shall make financial reports in writing at each county meeting and shall expend funds in accordance with the directives of either the Executive Board or the majority vote of the members. The treasurer also shall prepare such financial statements as are required by the law and forward them to the proper state, county, and local officials. In addition to the customary duties of the treasurer, the treasurer shall keep a record of paid memberships in association with the vice chairperson for membership. The treasurer's books shall be submitted annually to the trustees for audit. An additional audit of the books may be authorized at any time by a majority vote of the members.

**Trustees (x3):** The Trustees shall audit the fiscal records of the county party and provide advice and consent as members of the Executive Board.

Date: July 2023