

Duties of the County 1st Vice Chair

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Party officials may not (verbally, written, or on social media) endorse or support one Democrat over another until after the primary election is held.

Part 1: The Official Description

1st Vice 1st chair. The duties of the 1st vice chair shall include:

1. Preside at county executive committee meetings and county conventions in the absence of the chair;
2. Plan and organize county executive committee meetings and county conventions;
3. Notify precinct chairs as to the number of votes that each precinct is entitled to cast at the county executive committee and the county convention;
4. Serve as the coordinator for all precinct and party organizing efforts within the county, in consultation with the other officers and consistent with the strategic plan approved by the county executive committee. In significantly ethnic precincts, consult with and seek the recommendation of acting precinct 1st vice chairs from the county caucuses representing those ethnic groups or the state caucuses representing those ethnic groups if there is no duly organized county level caucus(es);
5. Attend meetings of the district executive committee;
6. Carry out other duties as may be assigned by the county executive committee;
7. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

Part 2: What it really means

1. 1st vice chair is in charge of running all county-level meetings/conventions with the exception of precinct meeting if the chair is unavailable. 1st vice chair attends a lot of meetings locally, district-wide and state level;
2. Precincts are the Party's primary vehicle for communicating with Party members, generating volunteers, and creating enthusiasm for Party work. 1st vice chair, in conjunction with area vice chairs, ensures all precincts are organized;

Part 3: Skills required

1. Commitment and time to do the job
2. Ability to learn the ins/outs of the position
3. Ability and willingness to maintain confidentiality of GCDP membership information, action plans, and other sensitive information
4. Organizational and leadership skills
5. Ability/willingness to contact people about volunteering
6. Ability to efficiently communicate in both verbal and written forms
7. Ability to attend multiple meetings a month
8. Ability to plan/lead training sessions or work with others to ensure your leadership is trained.