

Duties of the County 2nd Vice Chair

Contents

Part 1: The official description

Part 2: What it really means

Part 3: Skills required

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

2nd Vice Chair. The duties of the 2nd vice chair shall include:

1. Plan and organize training sessions for county executive committee members and other interested active Democrats;
2. Carry out other duties as may be assigned by the county executive committee.
3. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

Part 2: What it really means

1. 2nd Vice Chair oversees planning/arranging and implementing all needed training.
2. Tasks, projects, committees, etc. assigned by the Chair and/or the county executive committee (Officers' Board)

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 to lead committees
6. Ability/willingness to contact people about volunteering
7. Ability to efficiently communicate in both verbal and written forms
8. Ability to attend monthly Officers' Board meetings
9. Ability to plan/lead training sessions