

Duties of the County 3rd 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

3rd Vice Chair. The duties of the county third Vice Chair shall include:

1. Serve as the publicity chair for the county executive committee utilizing local newspapers, newsletters, etc. to illuminate policy issues and announce political activities and/or accomplishments to voters in the county;
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. 3rd Vice Chair is in charge of all publicity and messaging for GCDP;
2. Sends out weekly eblast each Wednesday
3. Tasks, projects, committees, etc. assigned by the Chair and/or the county executive committee (Officers' Board);
4. Chair the Messaging Committee.

Part 3: Skills required

1. Commitment and time to do the job
2. Ability to learn the ins/outs of the position
3. Knowledge of and ability to use MailChimp and Canva (or, ability to quickly learn these)
4. Ability and willingness to maintain confidentiality of GCDP membership information, action plans, and other sensitive information
5. Knowledge of social media, websites and media platforms
6. Ability to lead committees
7. Ability to efficiently communicate in both verbal and written forms
8. Ability to attend the monthly Officers' Board meetings