

## **Duties of the County 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**

Chair. The duties of the county chair shall include:

1. Preside at county executive committee meetings and county conventions;
2. Draft, in consultation with the county executive committee, a strategic plan outlining reasonable political goals for the county;
3. Execute the strategic plan approved by the county executive committee;
4. Appoint an acting precinct chair for up to thirty (30) days – for any precinct that remains unorganized after the second scheduled precinct meeting – for the purpose of organizing the precinct in accordance with this Plan of Organization;
5. Appoint an acting precinct chair for any newly created precinct for the purpose of that precinct in accordance with this Plan of Organization;
6. Designate the date and time, consistent with the parameters set by the state chair, at which precinct meetings will be held;
7. Designate the exact time and place, consistent with the date set by the state chair, at which the county convention is to be held, providing said designation to be given to the precinct chairs at least thirty (30) days prior to said county convention;
8. Appoint committees as may be required to assist in the execution of these duties;
9. Encourage and facilitate establishment and continuity of county chapters of state affiliated organizations;
10. Attend meetings of the district and state executive committees;
11. Serve as the spokesperson for the county executive committee;
12. Serve as the liaison between the county executive committee and the district executive committee, the state party officers, and the state executive committee;
13. Represent the county executive committee at party and non-party meetings and functions;
14. Appoint a county party attorney, to serve at the Chair's pleasure;
15. Carry out other duties as may be assigned by this Plan of Organization or by the county or state executive committees;
16. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

## **Part 2: What it really means**

1. Chair is in charge of calling and running all county-level meetings/conventions with the exception of precinct meetings; Chair attends a lot of meetings locally, district-wide and state level;
2. Chair's primary responsibility is to get Democrats elected, ensure that the GCDP runs smoothly, and ensures that there is money in the coffers;
3. Precincts are the Party's primary vehicle for communicating with Party members, generating volunteers, and creating enthusiasm for Party work. Chair, in conjunction with area vice-chairs, ensures all precincts are organized;
4. Coordinate all aspects of elections – appointing members to the Board of Elections, recruiting and training candidates, assisting candidates with literature distribution, canvassing, phone banking, recruiting volunteers for the election-day boiler room, poll greeters and observers, feeding volunteers, ensuring there's an office in High Point and that it is staffed, ...

## **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.
9. Ability to multitask and make decisions quickly