

Duties of the County Secretary

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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

Secretary. The duties of the county secretary shall include:

1. Keep and maintain in good order all records of the county executive committee;
2. Issue all meeting notices in writing and consistent with the requirements of this Plan of Organization;
3. Carry out other duties as may be assigned by the county executive committee;
4. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

Part 2: What it really means

1. Secretary is in charge of all notices, agendas, and minutes of county-level meetings;
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 create agendas
3. Ability and willingness to maintain confidentiality of GCDP membership information, action plans, and other sensitive information
4. Ability to efficiently take notes during meetings and write them up coherently
5. Ability to use email, Zoom, and other meeting platforms
6. Ability to efficiently communicate in both verbal and written forms
7. Ability to attend monthly Officers' Board meetings