

## **Montezuma County Democratic Party Officer Roles, Powers, and Responsibilities**

**All positions are volunteer positions.** It is assumed that applicants have the necessary skills to perform the role or are able to readily learn them. Approximate time commitments are found at the end of each role.

### **CHAIR**

#### **1. Duties and powers as Presiding and Executive Officer:**

- a.) Is the presiding officer of the central and executive committees. Presides over the central and executive committee meetings according to established rules of parliamentary procedure.
- b.) Is the spokesperson for the central and executive committees or may delegate that function to others, except in the event that the central committee or the executive committee has passed a resolution on an issue and/or has directed the Chair to state a public position on behalf of either committee, in which event the Chair shall carry out the direction of the committee.
- c.) Administers the affairs of the Montezuma County Democratic Party (MCDP) between central and executive committee meetings.
- d.) Is responsible for the overall coordination of the work of the Vice-Chairs and of the committees of the Party, and works to maintain open communication among these entities.
- e.) Issues the call to order and is the **presiding officer** over all county caucuses, assemblies, and conventions until a new presiding officer is chosen, or delegates that authority to other Party officers as approved by the executive committee. Ensures that state Party procedures for caucuses and county assemblies are followed.
- f.) Has financial and contractual authority: works with the treasurer to administer the budget as approved by the executive and/or central committee/s; has signatory authority over all contracts and is a signatory on the Montezuma County Democrats checking account; in special cases may delegate these authorities to another Party officer with the approval of the executive committee.

#### **2. Duties and powers of appointment:**

- a.) Makes appointments to fill vacancies in the central or executive committee as outlined in these rules.
- b.) Appoints the chair and members of standing committees as outlined in these rules and may create special, ad hoc, or interim committees from time to time as needed.
- c.) Delegates the responsibility of appointing members of the various committees to the committee chairs.
- d.) Appoints members to state Party committees as required by state Party rules, unless those members are elected by the central committee as per these bylaws and state Party rules.
- e.) Oversees recruitment and filling of PO vacancies in coordination with the executive committee and the 1st VC.

#### **3. Duties and powers related to meetings:**

- a.) Issues the call for all meetings of the central and executive committees in accordance with the procedures outlined in the Party bylaws. A call is not required for executive committee meetings held on a regular night each month.
- b.) In coordination with the executive committee, establishes central committee meeting agendas and disseminates these no later than 5 days prior to the meeting unless extenuating circumstances are applicable. May delegate this duty to another officer.
- c.) Issues the call for all caucuses, assemblies and conventions, and publishes times, dates, and locations of same, in accordance with state Party rules and timelines.

#### **4. Other duties and powers:**

a.) Provides guidance, in collaboration with the executive committee and 1st VC, to Democratic candidates within Montezuma County to ensure the success of highly qualified candidates for various offices, boards, commissions, etc. Any Democratic candidate who seeks the Party's support for an office shall meet with the Party chair and/or members of the Executive Committee to present his/her campaign plan for feedback.

b.) Oversees implementation of the annual budget and Fundraising Plan. Works with the 2<sup>nd</sup> Vice Chair and the Treasurer to ensure that the goals of the Fundraising Plan meet the budgetary needs of the Party.

c.) Oversees implementation of a Communication Plan that includes external communication through social media, the Party website, the Party newsletter, and press releases. Works with the 2<sup>nd</sup> Vice Chair to ensure website content is timely and meets state Party requirements (i.e., notice for caucus and assembly; reorganization, etc.). Works with the Secretary to ensure newsletter content is timely and appropriate to the calendar and events of the Party, and to meet Party communication goals.

d.) Develops policy as needed and appropriate, and makes recommendations to the executive committee about adoption of drafted policies.

e.) Represents the Montezuma County Democratic Party on state-level committees, initiatives, etc. as elected. Attends all state Party central and executive committee meetings or ensures a proxy is voted.

f.) Oversees the selection and training of election judges and poll watchers.

g.) Works with the county clerk to deploy election judges.

h.) Participates in the Logic and Accuracy Test prior to all major elections (6-8 hours); participates in the Risk-Limiting Audit after all major elections (2-4 hours); and observes all mandatory recounts (8-16 hours).

i.) Is the filing agent for campaign finance reports, as registered with the Secretary of State.

j.) Knows and follows campaign finance regulations for disclaimers on all Party materials.

k.) In collaboration with the 1st VC develops an annual win plan as required by the CDP.

l.) Makes an annual decision whether or not to work with the County Majority Project and Contest Every Race to fill vacancies on town and school boards; city councils; sanitation district, fire and water protection districts, and hospital district boards; county offices, and any other board positions deemed important.

m.) Can complete the required campaign finance reporting using the Secretary of State's campaign finance database (Tracer) in the event of the Treasurer's absence or inability to perform this function.

n.) Performs other duties and responsibilities as may arise from time to time.

The approximate time commitment for this role during odd-numbered years is 8-12 hours/week from Jan. through Oct. of the year, and 13-25 hours /week in Nov. and Dec. During election years (even-numbered) the time commitment is 25-30 hours/week from Jan. through May, 35-40/week in June and July, and 50-60 hours/week from Aug. through Nov.

#### **FIRST VICE CHAIR of Political Education, Candidate Recruitment, and Capacity Building:**

**1.** Assists the Chair in carrying out the Chair's responsibilities, including presiding over all meetings of the central and executive committees in the absence of the Chair; assumes the duties of the Chair when the chair is unable to perform those duties; calls the meeting of the central committee within 10 days of resignation of Chair, for election of new Chair within 30 days.

**2.** Provides leadership for the Party's organizational and political educational activities:

a.) Organizes and trains POs in their roles.

b.) Trains POs to use NGP/VAN Votebuilder to GOTV as needed and appropriate in their precincts.

c.) Develops and implements a political training calendar in coordination with the executive committee. May delegate as appropriate.

3. In coordination with the executive committee, annually develops a bench of potential Democratic candidates for elected offices and board positions within Montezuma County.
4. Identifies local offices that will be on the ballot, evaluates the performance of the incumbent, makes recommendations as to whether the Party should field an opponent, and monitors relevant deadlines for declaration for office.
5. Prepares an annual political calendar for county offices and board positions to include filing deadlines, responsibilities/qualifications, etc., to ensure that Democrats are represented on local boards and in local offices. Advises Party membership of vacancies in a timely fashion. May delegate if needed.
6. Creates phone banks and canvass lists as needed; trains volunteers to use Minivan during major election cycles.
7. Enters data in VAN/Votebuilder as needed and after caucus-assembly, reorganization, major election cycles, and after vacancies are filled.
8. Represents the Montezuma County Democratic Party on state-level committees, initiatives, etc. as elected.
9. In collaboration with the Chair, develops annual win plans for each precinct and the county Party.
10. Performs other duties as may be necessary from time to time.

The approximate time commitment for this role during odd-numbered years is 5-10 hours/week as the focus is on local candidate recruitment, PO training, etc. During election years (even-numbered) the time commitment is 5 -15 hours/week from Jan. through May, 15-20/week in June and July, and 20-30 hours/week from Aug. through Nov.

### **SECOND VICE CHAIR of Community and Fundraising Events, and Volunteer Engagement:**

1. Acts as First Vice Chair when needed.
2. Creates social media posts including event posts, coordinating with the Chair to ensure content is appropriate and consistent with Party values and goals.
3. Keeps the website current and up-to-date in collaboration with the Chair.
4. Creates flyers for events, in coordination with the Chair, and the fundraising committee.
5. Coordinates and trains volunteers to staff community events and manages volunteer deployment using Sign Up Genius. Examples of events include the Ag Expo, Highway Clean-up, Escalante Days Parade, and the county fair.
6. Evaluates the effectiveness of community events to guide the execution of future events.
7. In coordination with the executive committee plans and implements appreciation and fundraising events.

**8. Performs other duties as may be necessary from time to time.**

The approximate time commitment for this role during odd-numbered years is 3-5 hours/week except during the weeks immediately prior to fundraising events when the time commitment will increase to 5-10 hours/week. During election years (even-numbered) the time commitment is 5-8 hours/week from Jan. through May, 8-12/week in June and July, and 12-20 hours/week from Aug. through Nov.

**SECRETARY**

**1.** Takes and maintains attendance and minutes of all meetings of both the central committee and the Executive Committee.

**2.** Maintains and updates the mailing list, email list (through [contact@montezumadems.org](mailto:contact@montezumadems.org)), and Mailchimp, and cross-references and updates this information in Votebuilder on a regular basis. These tasks can be delegated as needed and appropriate.

**3.** In collaboration with the Chair, executes and sends the Party newsletter using Mailchimp.

The approximate time commitment for this role during odd-numbered years is 2-4 hours/week. During election years (even-numbered) the time commitment is 4-8 hours/week from Jan. through May, 8-10/week in June and July, and 10-15 hours/week from Aug. through Nov.

**TREASURER**

**1.** Has full custody of all party funds and maintains such fiscal records as are necessary and required in order to properly account for all the fiscal activities of the Party.

**2.** Chairs the finance/fundraising committee. Is involved in the planning and proper documentation of all fundraising events undertaken by the Montezuma County Democratic Party.

**3.** Makes a full report for the handling of all party funds and submits a written account of receipts and disbursements at least quarterly to the executive committee. Reports Cash On Hand at each executive committee meeting.

**4.** Prepares and files all financial reports as required by law.

The approximate time commitment for this role during odd-numbered years is 4-6 hours/week, except at the end of each year when the annual budget preparation requires about 6-10 hours/week. During election years (even-numbered) the time commitment is 4-8 hours/week from Jan. through May, and 8-10/week the remainder of the year. If the Party works to elect candidates in nonpartisan races, the Party is required to go on a "frequent filer" status during which campaign finance reports must be filed more frequently and the time commitment increases.