

Roanoke County Democratic Committee Job Descriptions

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VOTING MEMBER

All Voting Members of the Roanoke County Democratic Committee (RCDC) shall have the responsibilities assigned to them by the Democratic Party of Virginia (DPVA) Party Plan and the RCDC Bylaws. They shall promote the Democratic Party's interest in all elections in Roanoke County.

Their responsibilities include, but are not limited to, helping with the registration of voters, assisting the RCDC by attending membership meetings, paying dues unless excused, to fulfill such other responsibilities as the Chair shall assign, and aiding in the elections of Democratic Party nominees in Roanoke County.

ASSOCIATE & AUXILIARY MEMBERS

An Associate Member has all the rights and responsibilities of a Voting Member of the RCDC, except they may not vote on RCDC business. Associate Members are residents of Roanoke County.

Auxiliary Members have the same rights and responsibilities of an Associate Member of the RCDC. Auxiliary Members are non-residents of Roanoke County.

EX-OFFICIO MEMBER

Ex-officio Members have all the rights and responsibilities of Voting Members of the RCDC. Ex-officio Members are residents of Roanoke County who are members of the State Central Committee or Democratic Local, State, District or Federal officeholders.

CHAIR

The Chair of the RCDC is the administrative leader. The Chair shall perform all legal responsibilities assigned to local party chairs by the DPVA Party Plan and by the bylaws of the RCDC. The Chair shall preside at and prepare the agenda for all meetings of the RCDC and shall perform such other duties as are necessary to accomplish the responsibilities of the office. The Chair shall serve as an ex-officio member of all committees of the RCDC except for the Nominating Committee or may designate a representative to attend meetings of such committees.

The Chair shall have direct responsibility for the organization of county caucuses or conventions. The Chair shall be responsible for issuing the call for reorganization of the RCDC at the appropriate time.

The Chair shall appoint two members of the RCDC at the end of each year to serve as the Audit Committee for the purpose of examining the accounts and records of the Treasurer. The Chair shall see that a report is made by the Audit Committee to the RCDC within two months of their appointment.

The RCDC bylaws state that the duties and authorities of the Chair shall include, but not be limited to:

- **Coordinate the day to day work of the RCDC.**
- **Appoint or replace standing and temporary committee chairs or members.**
- **Delegate assignments to other officers and committee chairs.**
- **Prepare the agenda and preside over meetings.**
- **Act as temporary Chair of nominating caucuses.**
- **Serve as ex-officio member of all committees except nominating.**
- **Represent the RCDC at Congressional District committee meetings.**
- **Represent the RCDC at Virginia Association of Democratic Chairs Meetings.**
- **Ensure the treasurer's report is reviewed annually.**
- **File reports and forms required by Electoral Board, the Party Plan and other official entities.**
- **Expend or obligate the RCDC for any expense up to \$100.00.**
- **Expend or obligate the RCDC for the full cost of advertisements mandated by the Party Plan.**

1st VICE CHAIR

In the Chair's absence or in the event of the inability of the Chair to perform any duties of that office, the 1st Vice Chair shall assume those duties. The 1st Vice Chair shall also carry out additional duties as designated by the Chair. In the event of a vacancy in the office of Chair, the 1st Vice Chair will assume the duties of the Chair and hold an election for a new Chair.

SECRETARY

The Secretary shall record the proceedings of the RCDC, be custodian of the Committee Bylaws and DPVA Party Plan and incorporate therein all duly adopted amendments and revisions. The Secretary shall be responsible for maintaining a current roster of RCDC Members' names, addresses, telephone numbers, and email addresses, and for transmitting that information to the state DPVA.

The Secretary shall maintain a record of attendance at RCDC meetings, conduct the correspondence of the RCDC and maintain files of such correspondence. At the expiration of the Secretary's service all books, documents, records, and other property of the RCDC shall be turned over to the incoming Secretary.

Responsibilities include taking monthly minutes (motions – complete with names of persons who made and seconded them, election results, official reports, etc.) at both RCDC Executive Committee and RCDC Membership meetings, and submitting the minutes in a timely manner prior to the next meeting.

The Secretary will make note of any agenda items moved to the next month's meeting and make sure those items are brought to the attention of the Chairman when preparing the next month's agenda.

In the absence of both the Chair and the 1st Vice Chair, the Secretary will assume the duties of the Chair.

The RCDC bylaws state that the duties and authorities of the Secretary shall include, but not be limited to:

- **Ensure the recording and distribution of minutes from all RCDC meetings and Executive Committee meetings.**
- **Conduct routine and other correspondence as directed by the Chair.**
- **Arrange for the location and send out notices for all meetings and caucuses.**
- **Maintain a membership list and attendance records.**

TREASURER

The Treasurer shall receive the funds of the RCDC and disburse them when duly authorized and shall make a report at each RCDC meeting. The Treasurer shall maintain a ledger and keep a careful account of income and disbursements and bank statements and shall turn over to the incoming Treasurer all funds, books, records, and property that belong to the RCDC at the end of his/her service. The Treasurer shall assist the Chair with making any financial reports required by law.

In the absence of the Chair, 1st Vice Chair and the Secretary, the Treasurer will assume the duties of the Chair.

The Roanoke County Committee bylaws state that the duties and authorities of the Treasurer shall include, but not be limited to:

- **Keep safe RCDC funds and maintain bank accounts.**
- **Account for income and disbursements.**
- **Bill for dues.**
- **Ensure compliance with disclosure and reporting laws.**
- **Maintain RCDC dues and assessment obligations in good standing.**
- **Provide a financial condition report to each RCDC and Executive Committee meeting.**
- **Annually submit financial records to a third party for certification that they are in good order.**

6th and 9th CONGRESSIONAL DISTRICT DEMOCRATIC COMMITTEE REPRESENTATIVE

6th and 9th Congressional District Democratic Committee (CDDC) Representatives shall regularly attend their respective CDDC meetings and report back to the RCDC.

The CDDC supports the RCDC in our collective effort to elect Democratic Congressional Representatives from the 6th and 9th Congressional Districts, to assist the RCDC in our effort to accomplish our goals and ensures that the RCDC is properly reorganized in odd numbered years in accordance with the DPVA Party Plan.

6th and 9th District CDDC representatives also attend DPVA Central Committee meetings where the policies for the DPVA are established. They shall also obtain and convey any valuable information that they learn or gather to and from the RCDC and interact with the DPVA and other Democrats throughout the state.

CANDIDATE RECRUITMENT AND DEVELOPMENT COMMITTEE CHAIR

The Candidate Recruitment and Development Committee Chair shall identify, recruit, develop and support strong Democratic candidates for local office.

CORRESPONDING SECRETARY

The Corresponding Secretary shall assist the Secretary by mailing correspondence such as greeting cards, phoning members without email to notify them of meetings or other events, and in any ways in which the Secretary shall request.

FINANCE COMMITTEE CHAIR

The Finance Committee Chair shall prepare an annual budget for submission to the RCDC based upon the requests submitted by the Executive Committee. It is the responsibility of the Finance Committee to administer financial development and solvency for the RCDC.

FUND RAISING CHAIR

The Fundraising Committee shall be responsible for generating the resources that allow the Roanoke County Democratic Committee (RCDC) to meet the requirements of its Mission Statement. The Fundraising Committee shall increase the RCDC's prominence in Roanoke County, build positive relationships with area supporters and elected officials, and shall organize fundraising events in order to realize these aspirations.

The Fundraising Chair shall confer with the Executive Committee to establish fundraising goals and objectives, and to determine the type and scale of each event to be held. They shall organize a committee and recruit volunteers to assist with each event, select venue, theme, and protocol for the event, shall be responsible for coordinating deposits, payments and reimbursements with the RCDC's Treasurer, and shall be responsible for sending acknowledgments to those who donate their time, expertise, money, or make in-kind contributions to the event.

INFORMATION TECHNOLOGY (IT) CHAIR

The IT Chair shall provide technical expertise and advice in all matters related to technology, as well as overseeing the implementation of such as needed to carry out the missions of the committee.

LEGAL COUNSEL

The Legal Counsel shall advise the Chair on legal issues pertaining to the RCDC when called upon.

MAGISTERIAL DISTRICT CHAIR

Magisterial District Chairs (MDC) shall manage their Magisterial District (MD) by appointing Precinct Captains for each precinct in their MD. They shall actively recruit candidates to fill RCDC vacancies in their MD. They shall make efforts to assure that all Democrats in their MD are registered and that contact is made with absentee voters, if possible. They shall see that door-to-door canvassing, phoning, mailing and emailing is done in their MD to support Democratic candidates and to keep our database and lists of Committee and non-Committee members up-to-date. They shall assist with fundraising for the RCDC. They shall see that their Precincts are staffed with poll greeters on election days.

They shall assist the Treasurer with collecting dues from their MD Members. They shall recruit and assist Democratic candidates for Board of Supervisors and School Board in their MD. They shall see that the Voter Activation Network (VAN) is updated with any changes that become known to them. They shall hold periodic meetings in their MD, and they shall report their activities to the Executive Committee and to the full Committee.

NEWSLETTER EDITOR

The Newsletter Editor shall assist the Secretary by sending by mail or email to all members proper and timely notice of all meetings of the RCDC. As far as possible, such meeting notices shall take the form of a newsletter. The newsletter shall include information of particular interest to Roanoke County Democrats.

OUTREACH COMMITTEE CHAIR

The Outreach Committee Chair shall work to widen the public participation of Roanoke County residents, new voters, recently naturalized citizens and minorities in the activities of the Party and the RCDC, and to generate interest in Party and Committee affairs.

PARLIAMENTARIAN

The Parliamentarian shall, upon request, offer procedural advice to the RCDC Chair on questions of parliamentary law or interpretation of the Roberts Rules or Order, the DPVA Party Plan or the RCDC Bylaws.

PRECINCT CAPTAIN

Precinct Captains (PC) shall be responsible for organizing the grass roots operations in their precinct according to the DPVA Party Plan and the bylaws of the RCDC. The primary duty of the PC is to establish and maintain a precinct organization. PC's shall endeavor to recruit a sufficient numbers of volunteers to carry out all necessary precinct functions as directed by their Magisterial District Chair (MDC). PC's are to coordinate the precinct volunteers in accomplishing their precinct functions. Precinct functions include door-to-door canvassing, phoning, mailing and emailing in their precinct to support Democratic candidates and to keep our database and lists of committee and non-committee members up-to-date. They shall see that their precincts are staffed with poll greeters on election days.

They shall provide any changes or updates that become known to them to their MDC. They shall report to the MDC and shall assist the MDC in any way that the MDC might request.

PROGRAM CHAIR

The Program Chair shall be responsible for planning relevant programs for the regularly scheduled meetings of the RCDC.

PUBLIC RELATIONS CHAIR

The Public Relations Chair shall have primary responsibility for publicity regarding RCDC activities, policy statements, conventions, caucuses and elections. They shall serve as public spokesperson for the committee if designated by the Chair.

SERGEANT-AT-ARMS

The Sergeant-at-Arms shall provide security at RCDC meetings and caucuses, if requested by the Chair.

VOLUNTEER COORDINATOR

The Volunteer Coordinator shall actively recruit individuals to participate in all levels of the activities of the RCDC, coordinate the activities of those volunteers and maintain a record of volunteers to use in recruitment for tasks and events that the RCDC may undertake.

WATCHDOG COMMITTEE CHAIR

The Watchdog Committee Chair (WCC) shall monitor bills introduced in the Congress of the United States, the Legislature of the Commonwealth of Virginia and by local governmental bodies. The WCC shall confer with the RCDC in selecting the issues that need support or opposition. The WCC shall encourage letter writing to the editors of various newspapers. The WCC shall enlist individual RCDC members as needed to contact our legislators. The WCC shall provide monthly reports on the activities of the committee to the RCDC.