



## County Party Officer Duties

The officers chosen on the county level represent both a larger geographical area and a broader mix of political philosophies. It is important that these persons be actively concerned with the Democratic Party and its betterment, and willing and able to devote time and energy to Party activities.

### **Chair**

This is the central figure in the County Democratic Party. This person must have considerable organizational skills and be respected by party members. The Chair calls and presides at meetings of the County Executive Committee. He or she is responsible for the County Convention and the election of all Democratic candidates who run in the county. The Chair is also responsible for communicating information from the State Party to the County Party officers and membership. The Chair must conduct regularly scheduled meetings. County Executive Committee meetings should be conducted at least once a quarter. These meetings consist of the county elected officers and precinct committee members. Chair must maintain good relationships with Democratic elected officials and encourage attendance at county meetings. The Chair works with the State Executive Committee Member by attending the State Executive Committee meetings whenever possible. The Chair should lead recruitment of local candidates as well as assist their campaigns. The Chair must have, or learn, fundraising skills along with the finance director. The Chair must also learn the Party rules and state laws concerning candidates' filing fees and procedures.

### **Vice Chairs**

The First Vice Chair must be a different gender than the Chair. This person assumes the role of the Chair when the Chair is unavailable. The Second Vice Chair must be a different race than the Chair. The Third Vice Chair must be between 18 and 30 years of age. Each Vice Chair will perform duties as directed by the Chair.

### **Secretary**

The County Secretary keeps the minutes of meetings of the County Officers, Executive Committee, and County Convention. It is the Secretary's duty to inform Democrats within the county of meetings and activities. The Secretary must file with the State Party an accurate list of the executive committee and precinct captains to include point of contact information and must also keep abreast of current Party Rules and procedures.

### **Treasurer**

The Treasurer oversees the financial affairs of the County Party. This individual must prepare a budget that mirrors Party needs and assist in raising funds. The Treasurer keeps records on Party monies garnered from fundraising activities and filing fees.

### **Executive Committee Member**

The most crucial responsibility of State Executive Committee Member is to travel to the five annual meetings of the Committee. They must be committed to the Democratic Party and must attend meetings of the Executive Committee or send an Alternate. The County Executive Committee Member is the liaison between the County and the State Democratic Party and represents the County Party on the State Democratic Executive Committee. This Committee Member transmits the thoughts of the County Party on matters concerning the County and State Parties.

### **Alternate Executive Committee Member**

Each County Party may elect one or more Alternate Executive Committee Member(s) to represent the county on the State Executive Committee when the Executive Committee Member cannot attend the meeting. Should the Executive Committee Member be unable to fill the duties of office due to resignation, death, or disability, the Alternate Executive Committee Member assumes the office.

### ***About the State Convention Committee***

The State Executive Committee adopts the procedures and policies of the South Carolina Democratic Party and sees that its directions are followed. The State Executive Committee is charged with the execution and direction of the policy of the State Party, is subject to party rules, and instruction, by resolution or otherwise, adopted by the State Convention. The State Committee nominates the presidential electors. Any vacancy in the state ticket of electors, or in the State's representatives on the National Committee of the Party, shall be filled by the State Committee. The State Committee is authorized to investigate all charges of fraud and illegal practices. The State Committee shall insure that County Executive Committees publicize full and in such a manner as to assure notice to all interested parties a full description of the duties, times, and places of all meetings at which party officers and representatives, including delegates to county, state and national conventions will be selected. The State Executive Committee Member must have the ability to communicate on a weekly basis with the State Party and with the County Party, preferably via email. The State Executive Committee Member must be an active, positive role model for other party members.

### **Convention Committees**

The County Convention will also elect a member to the **Platform and Resolutions Committee** and the **Rules and Credentials Committee** for the State Convention.