



### **County Party Officer Duties and Responsibilities**

The officers chosen on the county level represent both a large geographical area and a broad 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/she/they are responsible for arrangements for Party primary elections, 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.
- **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 under 36 years of age. Each Vice Chair will perform duties as directed by the Chair.
- **Executive Committeeperson:** The County Executive Committeeperson is the liaison between the County and the State Democratic Party and represents the County Party on the State Democratic Executive Committee. The Committeeperson transmits the thoughts of the County Party on matters concerning the County and State Parties. The State Executive Committee adopts the procedures and policies of the South Carolina Democratic Party and sees that its directives are followed.
- **Alternate Executive Committeeperson:** Each County Party may elect one or more Alternate Executive Committeeperson(s) to represent the county on the State Executive Committee when the Executive Committeeperson cannot attend the meeting. Should the Executive Committeeperson be unable to fill the duties of office due to resignation, death, or disability, the Alternate Executive Committeeperson assumes the office.
- **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 officers to include point of contact information and must also keep abreast of current Party Rules and procedures.

The Secretary is elected per State Party Rules by the County Party Executive Committee in a meeting no more than 30 days after the County Convention.

- **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. The Treasurer is elected per State Party Rules by the County Party Executive Committee in a meeting no more than 30 days following the County Convention.
  
- **County Finance Director:** The County Finance Director assists the State Party Treasurer with fundraising and in the solicitation of contributions for the County and State Parties. The County Finance Director is elected per State Party Rules by the County Party Executive Committee in a meeting no more than 30 days following the County Convention. This position is not required.