



### **County Chair Responsibilities**

- The chair must want the position and commit the time necessary to do the job well.
- The chair must conduct regularly scheduled meetings (monthly, for example)
- The chair should conduct county executive committee meetings at least every quarter. These meetings consist of the county elected officers (ex. county party secretary) and precinct committee persons.
- The chair is responsible for developing and executing a Get Out the Vote plan for the General Election.
- The chair needs to develop and maintain positive relationships with your county election commission.
- The chair must maintain good relationships with Democratic elected officials and encourage them to attend the monthly meetings.
- The chair serves as the official spokesperson with the local news media.
- The chair works with the state executive committee persons by attending the state executive committee meetings whenever possible.
- The chair oversees recruitment and assists local candidates.
- The chair must have or learn fundraising skills and work with the county finance director.
- The chair must learn the Party rules and state laws concerning candidates' filing fees and procedures.
- The chair needs to lead an effort to recruit and direct volunteers.
- The chair needs to organize a committee to write "Letters to the Editor."
- The county chair delegates some of the duties above to the first, second, and third-vice chairs to keep them involved.
- The county chair must have the ability to communicate with the state party and with constituents on the county level, preferably via email.
- The county chair must be easily accessible to the state and county party officials via cellular phone and email.