

# Precinct Officer Duties

## Precinct Chair, Vice Chair, Secretary and Treasurer

*(Subject to County Leadership)*

### 1. The **Precinct Chair** shall:

- Direct Party affairs within their respective Precincts.
- Organize and preside over their Precinct Caucus.
- Assist the campaigns of Republican nominees (candidates unopposed by other Republican candidates) campaigns. Distribute election-related materials within the precinct on behalf of the Republican Party and its nominees at the request of the County Chairperson.
- Assist the County Chairperson in the recruitment of poll-watchers, election judges and volunteers for other county events.
- Organize and direct Get-Out-The-Vote (GOTV) programs.
- Attend County Central Committee meetings.
- Direct County fundraising programs in the Precinct and, together with the Precinct Treasurer, be responsible for all funds collected from precinct members.
- Serve the Party generally, when needed, with events and general operations, at the request of the County Chairperson.
- Participate in the governance of the County Party by faithfully attending meetings of which each Precinct Chair is a member. When unable to attend an official meeting, it is expected that the precinct chair will notify the county chairperson or secretary in advance. Send vice-chair (with note) as your proxy.
- Serve a 2 year term (from the date elected to the adjournment of the precinct caucus in which a new chair is elected).
- Replace vacancies in precinct leadership.
- Develop a precinct campaign plan.

### 2. The **Precinct Vice-Chair** shall:

- Assist Precinct Chair in conducting bi-annual Caucus Meeting
- Attend Precinct Chair Trainings to support Precinct Chair in executing the duties of the office as well as collaborate on initiatives to further the Republican platform in your neighborhood.
- Attend the County Central Committee (CCC) quarterly meetings.
- Help the Precinct Chair in finding replacements for precinct leadership when vacant.
- Coordinate volunteers from the neighborhood.
- Coordinate GOTV with precinct leadership.

3. The **Precinct Secretary** shall provide notice of precinct meetings to members, prepare agendas, record minutes of meetings at which the Chair presides, and shall maintain historical documents. Assist Precinct Chair and Vice-Chair in conducting bi-annual Caucus Meeting. Collaborate with precinct leadership [Chair, Vice-Chair, Treasurer, County and State Delegate(s)] to recruit citizen activists/volunteers to help with GOTV, campaigns, party initiatives, etc.

4. The **Precinct Treasurer** shall receive, account for, and turn-in collected monies to the appropriate organization as directed and shall submit a financial report at each meeting of the precinct.

The powers and responsibilities of the other **Legislative and Senate District chairs** and **Precinct Officers** are as delegated by their county leadership and respective chairs.