

The annual election of the DPRC Executive Board will be held on Wednesday, December 2 2020 via a Zoom meeting.

All Executive Board positions are up for election for a one (1) year term. Members wishing to run should attend the December meeting.

The Executive Board meets once a month in addition to monthly general membership meetings and committee meetings. It is expected that all persons elected to the Executive Board be in attendance for all meetings. Additionally, board members are expected to assemble committees (of DPRC members in order to fulfill the duties of the elected position.

Duties and Responsibilities of Officers

Chairperson: The chairperson shall be the presiding officer at all meetings and shall act as the administrative head of the organization. The chairperson shall have the power to appoint special ad hoc committees and their chairs.

Deputy Chairperson: The deputy chairperson shall assist the chairperson with the chairperson's duties and responsibilities. The deputy chairperson, in the absence of the chairperson, shall represent the county at party meetings and functions, and shall serve as acting chairperson at county party meetings. The deputy chairperson shall coordinate the Democratic Party of Rocky County booth at the Rock County Fair. The deputy chairperson shall perform an annual inventory of the Democratic Party of Rock County property, materials and supplies.

Vice Chairperson for Communications: The vice chairperson for communications shall be responsible for the production of a newsletter on a schedule determined by the chairperson and the Executive Board, maintain regular contacts with all Rock County area media, generate such promotion and publicity as the Democratic Party of Rock County shall require for special events, and shall be available for consultation with county candidates prior to elections.

Vice Chairperson for Membership: The vice chairperson for membership shall be responsible for efforts to recruit new members and retain present members, maintain complete membership records, and supply membership application forms and other materials relating to membership.

Vice Chairperson for Finance and Fund Raising: The vice chairperson for finance and fund raising shall coordinate county party fund raising events, coordinate special activities relating to fund raising, seek new ways to raise funds for the county party, coordinate the spending of the budget with chairperson and treasurer, assist the treasurer with the finances of the county party, and work with other officers and appointees on funding of special events.

Vice Chairperson for Elections: The vice chairperson for elections shall be responsible for recruiting candidates for state and local offices, county campaign volunteers, and candidates for officers of the Democratic Party of Rock County. The vice chairperson for elections shall also act as a liaison between the Democratic Party of Rock County and federal, state, county, and local candidate campaign committees.

Secretary: The secretary shall be responsible for taking minutes at general meetings and Executive Board meetings. The secretary shall keep and maintain meeting minutes, business records, and all other county party records and correspondence.

Treasurer: The treasurer shall be the custodian of the funds of the organization, shall make financial reports in writing at each county meeting and shall expend funds in accordance with the directives of either the Executive Board or the majority vote of the members. The treasurer also shall prepare such financial statements as are required by law and forward them to the proper state, county and local officials. In addition to the customary duties of the treasurer, the treasurer shall keep a record of paid memberships in association with the vice chairperson for membership. The treasurer's books shall be submitted annually to the trustees for audit. An additional audit of the books may be authorized at any time by majority vote of the members.

Trustees x 3: The trustees shall audit the fiscal records of the county party and provide advice and consent as members of the Executive Board.

Link to DPRC Constitution online:

<https://static1.squarespace.com/static/59656b771e5b6c35cf300278/t/5c3ddaf2562fa7927440fc3d/1547557621673/Doc+Jan+15%2C+2019%2C+0659.pdf>