

# **Fremont County Democratic Party Leadership Job Duties and Responsibilities**

[Approved December 10, 2022]

## **Chair**

- Qualifications: Must be a registered Democrat in Fremont County and reside in Fremont County. Elected by the FCDP Central Committee. Serves a two-year term or until a successor is elected and qualified. Whenever possible, should be of different gender than the Vice Chair.
- Perform the duties and functions as required by all applicable laws and by the State and County Democratic Party bylaws.
- Supervise and manage the County Party.
- Act as the executive officer of the County Party.
- Preside at all County Central Committee meetings and official County Party meetings.
- Collaborate with the County Party Secretary to prepare meeting agendas.
- Ensure that all orders of the County Party are carried into effect.
- Conduct all county campaigns subject to the approval of the County Party.
- Be the custodian of the funds of the County Party, keep a record of all funds received and disbursed, and report all financial transactions and status to the County Party when requested to do so. The Chair may delegate these duties to the Treasurer – see the duties of the Treasurer below.
- Funds of the County Party shall be dispersed only upon the specific and personal authorization of the County Chair. No authorization shall be given for deficiency spending.
- May sign checks of the County Party.
- Create subcommittees as necessary and appoint the Chair and members of such subcommittees.
- Attend quarterly State Central Committee meetings as a voting member.
- Attend State Convention meetings and serve as the county delegation Chair.
- Serve as a member of the County Party leadership as the Chair of the Executive Committee.

## **Vice Chair**

- Qualifications: Must be a registered Democrat in Fremont County and reside in Fremont County. Elected by the FCDP Central Committee. Serves a two-year term or until a successor is elected and qualified. Whenever possible, should be of different gender than the Chair.
- Perform the duties of and exercise the powers of the County Chair during any absence or disability of the Chair.
- Perform such other duties as requested by the County Chair.
- Attend quarterly State Central Committee meetings as a voting member.
- In the absence of the County Chair, attend State Convention meetings and serve as the county delegation Chair.
- Serve as Chair of the Scholarship Committee.
- Serve as a member of the County Party leadership as a member of the Executive Committee.

## **Secretary**

- Qualifications: Must be a registered Democrat in Fremont County and reside in Fremont County. Elected by the FCDP Central Committee. Serves a two-year term or until a successor is elected and qualified.

- Perform the duties and functions as required by all applicable laws and by the State and County Democratic Party bylaws.
- Collaborate with the County Party Chair to prepare meeting agendas and distribute the meeting agendas to the County Party general membership in a timely manner.
- Record and archive the official minutes of all meetings of the County Party and of all subcommittees of which the Secretary is a member.
- Furnish copies of minutes of all such meetings to members of the respective committee and subcommittees upon request within fifteen (15) days after each meeting.
- Distribute County Party communications and oversee publication of requested advertising.
- Perform such other duties as requested by the County Chair.
- Serve as a member of the County Party leadership as a member of the Executive Committee.
- Create and distribute name tags for the County Party meetings

#### **Treasurer**

- Qualifications: Must be a registered Democrat in Fremont County and reside in Fremont County. Elected by the FCDP Central Committee. Serves a two-year term or until a successor is elected and qualified.
- Perform the duties and functions as required by all applicable laws and by the State and County Democratic Party bylaws.
- Assist the County Chair in duties relative to the custody, reporting, record keeping, and expenditure of the money of the County Party as requested and delegated by the County Chair.
- Be required to furnish bond at the discretion of the County Chair.
- May sign checks for the County Party.
- Serve as a member of the County Party leadership as a member of the Executive Committee.
- File appropriate reports with the Wyoming Secretary of State as required by State law.
- File appropriate reports with the Federal IRS as required by Federal law.

#### **State Committee Persons**

- Qualifications: Must be of the appropriate gender. Must be a registered Democrat in Fremont County and reside in Fremont County. Elected by the FCDP Central Committee. Serves a two-year term or until a successor is elected and qualified.
- Serve as a member of the County Party leadership as a member of the Executive Committee.
- Attend quarterly State Central Committee meetings as a voting member.
- Assist the County Chair as requested.

#### **Precinct Committee Person**

- Qualifications: Must be of the appropriate gender. Must be a registered Democrat in Fremont County and reside in the precinct. Elected by the precinct Democratic voters at the Democratic Primary Election. Serves a two-year term or until a successor is elected and qualified. A Committee Person vacancy may be filled by the FCDP Central Committee electing a replacement or by appointment by the Chair with the approval of the FCDP Central Committee.
- Serve as a voting member of the County Central Committee.
- Act as a point-of-contact for precinct level Party activities.
- Canvass precinct Party members as necessary when requested by the County Chair.