

OFFICER POSITIONS RESPONSIBILITIES / TIME COMMITMENTS

Officers Terms of Office:

- The officers are elected for terms of approximately two years or until their successors are elected.
- Officers are limited to three consecutive terms, not including fulfillment of any unexpired term.

MCDCC Chair (By-Laws Description):

1. Presides at all meetings of the Central Committee and the Executive Committee.
2. Is responsible for all committee property, records, digital files and digital access,
3. and funds of the Central Committee.
4. Represents the Marion County Central Committee as a member of the State
5. Central Committee (SCC) and the congressional district committee for the
6. congressional district in which the Chair resides.
7. Ensures that the succeeding Central Committee meets and is organized.
8. Appoints a convener for each standing committee at the Organizational Meeting.
9. The Chair directs the convener to recruit committee members, organize the
10. committee, and meet with the committee within 30 days of the Organizational
11. Meeting. The convener's charge ends when the committee elects its own chair.
12. The chair appoints a different convener when a standing committee fails to meet
13. within 30 days of the Organizational Meeting. Should the second convener fail to
14. convene the standing committee within 30 days, the Executive Committee shall
15. appoint a convener who shall convene the standing committee within 15 days of
16. the appointment.

PRIMARY DUTIES: Field questions and concerns; Make Decisions; Recruit Candidates; Recruit Standing Committee Chairs; Make Decisions, Make sure events, fundraisers and other activities are actually taking place. Also responsible to attend SCC and CD meetings 4 times per year

TIME COMMITMENT: 10-15 hours per week; Lots of texts, calls and emails during the day; Need to be very responsive to texts, calls and emails. Need to be decisive.

1st Vice Chair (By-Laws Description):

1. Presides in the absence of the Chair.
2. Assists the Chair with the Chair's duties as requested.
3. Represents the Marion County Central Committee as a member of the State Central Committee and the congressional district committee for the congressional district in which the First Vice-Chair resides.

PRIMARY DUTIES: Support the Chair in making sure standing committees are functioning; Help with fundraisers and other activities are actually taking place. Also responsible to attend SCC and CD meetings 4 times per year

TIME COMMITMENT: 5-10 hours per week; The amount of work depends on how much of a TEAM the Chairs become. A good team gets things done. Need to be responsive to texts, calls and emails. Need to support the Chair.

2nd Vice Chair (By-laws Description):

1. Presides in the absence of the Chair and First Vice-Chair.
2. Assists the Chair with the Chair's duties as requested.
3. Represents the Marion County Central Committee as a member of the congressional district committee for the congressional district in which the Second Vice-Chair resides, provided that both the First Vice-Chair and the Second Vice-Chair do not reside in the same congressional district.

PRIMARY DUTIES: Support the Chair and 1st VC in making sure standing committees are functioning; Help with fundraisers and other activities are actually taking place. Also responsible to attend CD meetings when appropriate (4 x per year)

TIME COMMITMENT: 5-10 hours per week; The amount of work depends on how much of a TEAM the Chairs become. A good team gets things done. Need to be responsive to texts, calls and emails. Need to support the Chair.

Secretary (By-laws Description):

1. Takes minutes of all Executive and Central Committee meetings. Minutes are open to inspection by any interested member. A copy of the minutes will be provided upon a member's request within 7 days.
2. Keeps an official copy of the Bylaws and Standing Rules, as currently amended.
3. Prepares a written notice of the Organizational Meeting designating the time, date, and place of the meeting and a list of all candidates.
4. Files a copy of the Organizational Meeting notice with the Marion County Clerk at least seven days before the meeting and mails or provides an electronic copy to the
5. Secretary of the State Central Committee.
6. Notifies the Marion County Clerk when a Precinct Committee Person ceases to be a resident of the precinct from which that Precinct Committee Person was elected or appointed, or dies, and when a Precinct Committee Person is appointed to fill a vacancy.
7. Sends a list of newly elected officers to the Marion County Clerk and the Secretary of the State Central Committee within forty-eight hours of the election.
8. Is responsible for the Central Committee correspondence as directed by the Chair or the Executive Committee.
9. Maintains accurate records of current Precinct Committee Persons.
10. Is responsible for all notices of Central Committee and Executive Committee meetings.

PRIMARY DUTIES: Take Minutes at Executive Committee (EC) and Monthly Central Committee (Business) Meetings; Support the chairs, and Executive Committee as needed.

TIME COMMITMENT: 5 hours per week; The amount of work depends on how involved the Secretary wants to be in the functions of the EC. Need to be responsive to texts, calls and emails. Need to support the Chair.

Treasurer (By-laws Description):

1. Keeps account of all funds received and spent by the Central Committee.
2. Is authorized to sign and disburse checks at the direction of the Executive Committee.
3. Presents or delegates the presentation of a financial report at the Executive Committee and the Central Committee meeting.
4. Brings unbudgeted items from \$200 up to and including \$500 to the Executive Committee for approval. Unbudgeted items over \$500 must be approved by the Central Committee.
5. Keeps the Treasurer's books available for open inspection by any member of the Central Committee, upon 48 hours notice.
6. Submits the Treasurer's books for inspection at any time required by the Central Committee or the Executive Committee.
7. Submits reports as required by state statute to the Secretary of State's accounting office in a timely manner.
8. Assures compliance with state regulations regarding the use of Central Committee funds.
9. Creates a budget based on proposals from the Standing Committees and presents it to the Executive Committee for review and to the Central Committee for adoption.

PRIMARY DUTIES: Maintain the campaign finance (OreStar) PAC to keep MCDCC in compliance with state elections law. Keep the membership informed as to the status of the accounts. Assist Committee Chairs in developing their annual budgets. Work with Executive Committee track expenditures and fundraising efforts.

TIME COMMITMENT: 2-5 hours per week; Amount of work depends on time of the year; fundraising efforts; and how involved the Treasurer wants to be in the functions of the EC. Need to be responsive to texts, calls and emails.