

## **Executive Committee Job Descriptions:**

### **Chair**

- Oversees and assures the implementation of all BPOU business
  - Leads and presides over the monthly BPOU and Full Committee business meetings
  - Plans and oversees Precinct Caucuses at Andover, Ramsey, Anoka and Coon Rapids
  - Plans and oversees the Annual Senate District Conventions
  - Trains in Executive Committee leaders after annual Senate District Convention
  - Oversees, sets goals and follows up with Executive Committee members to get the work done
  - Appoints standing committees and coordinators and follows up with them
    - Events, Volunteers/Outreach Campaign, Social Media/Communications, Search and Nominations and Welcoming Committee
  - Plans and develops BPOU calendar
- Builds a team of volunteers along with the Executive Committee to accomplish the mission/goals/responsibilities of the Senate District 35 BPOU
- Oversees all BPOU communications
- Serves as Liaison with surrounding BPOUs
- Organizes BPOU activities to support the Republican Party (election rallies, phone banks, etc...)

### **Deputy Chair**

- Serves as proxy for the Chair when needed
- Assists Chair with their responsibilities listed above
- Trains in, equips, oversees, sets goals, and follows up with Vice Chairs

### **Treasurer**

- Prepares annual operating budget
- Pays bills and collect receipts
- Keeps accurate financial records and provides treasurers report to Executive Committee monthly meetings and at year-end
- Completes and submits Campaign Finance Board reports as required by law (computer based)
- Effectively uses financial programs like Quickbooks and Websites like Paypal

### **Secretary**

- Keeps minutes of all BPOU business meetings and conventions
- Keeps and organizes records of Executive Committee meetings, conventions and other important documents for future reference
- Maintains, updates and develops BPOU database and make lists available as needed for Senate District projects, using Caucus database and State party database
  - BPOU membership lists
  - Executive Committee Contact List and Full Committee Contact List
  - Delegate lists according to cities/precincts
- Prepares and sends out meeting notices

### **Vice Chairs**

- Develops a relationship and works directly with assigned Precinct Chairs (approx. 5) so when election years arise we have an army of volunteers for the campaign events
- Stays in contact with Precinct Chair via phone calls/email to keep them engaged and informed
- Encourages them to attend all monthly BPOU meetings
- Supports the Precinct Chairs as they build a GOP volunteer base in their specific precinct
- Keeps Deputy Chair informed of progress in your precincts
- Attends Precinct Caucus (3/1/16) and assists site coordinator and caucus conveners