



NHDP County Committee Officer Duties

CHAIR

- Call meetings of the County Committee Democrats (at least 10 per year) and the Executive Committee, and preside over those meetings;
- Ensure that all meetings within the county are open to the public as required by the National Charter of the Democratic Party
- Vote, in the case of a tie, on official business at such meetings
- Supervise the ongoing operations and voter/volunteer outreach of the County Democrats
- Supervise all county officers and at-large members in the implementation of their assigned duties
- Coordinate the creation of a written action plan for each election, inclusive of all interested parties
- Ensure that the county committee has raised the funds to implement the above-written action plan for each election
- Ensure that every ward, town, and city has an active and organized committee and is a welcoming presence to all
- Support town and city committees to develop and accomplish their annual goals of voter outreach, volunteer recruitment, and fundraising
- Responsible for the maintenance of records that will reflect the ongoing operations of the County Committee Democrats and to ensure that such records are passed on to the appropriate elected successors to continue supporting local, state, or national candidates
- Ensure that any reports required by State or Federal Law receive full compliance and are submitted on time
- Responsible for ensuring that the county and local committees have an online presence (websites, Facebook, Twitter, Instagram, etc.)



CHAIR (*continued*)

- Work with the Coordinated Campaign to create a culture of respect in the county and communicate to the NHDP Chair or Executive Director any issues or challenges that arise
- Communicate and work with local, regional, and other organizations supporting Democratic candidates in the county
- Recruiting and encouraging nominees for State Senate, State House, County Commissioner, Sheriff, County Attorney, and the other elected offices, in consultation with the NHDP and the caucuses
- Working with the local committees to recruit and support candidates for local office and special elections
- Publicly and actively support all Democratic candidates and promote the work of Democratic elected officials
- Hold Republicans in the county responsible for their misdeeds
- Communicate regularly with and support the work of the NH Young Democrats, NH College Democrats, NH High School Democrats, and the NHDP constituency caucuses
- Work with the NHDP to help identify Inspectors of Elections in every ward, town, and city to be appointed by the NHDP between May 15 and July 15 of the General Election year, as stated in RSA 658:2
- Meet regularly with, and respond in a timely manner to all communication from, the officers and staff of the NH Democratic Party to achieve the County Committee Democrats' goals
- Serve as a member of the NHDP Executive Committee, attending and participating in their monthly meetings and other tasks, as assigned
- Serve as a member of the NHDP State Committee, attending and participating in their quarterly meetings and other tasks, as assigned, and responsible for the attendance of the members from their county
- Serve as a delegate to the annual NHDP state convention and responsible for the attendance of the delegates from their county



VICE CHAIR

- Perform the duties of the Chair in their absence
- Perform such duties as may be delegated by the Chair
- Assist in the creation of a written action plan for each election, inclusive of all interested parties
- Ensure that the county committee has raised the funds to implement the above-written action plan for each election
- Assist the Chair with ongoing operations and voter/volunteer outreach of the County Democrats
- Responsible for overseeing any committee efforts to recruit candidates for State Senate, State House, County Commissioner, Sheriff, County Attorney, and the other elected offices, in consultation with the NHDP and the caucuses.
- Support local Democratic candidates by organizing County Committee Democrats direct voter contact events
- Support town and city committees to accomplish their goals
- Communicate and work with local, regional, and other organizations supporting Democratic candidates in the county
- Assist the Chair, other officers, and local committees with Votebuilder
- Organize county committee officers to attend and give updates to town, city, and regional committee monthly meetings each month
- Assist town, city, and regional committees to secure speakers, special guests, etc. for their meetings and events
- Serve as a member of the NHDP State Committee, attending and participating in their quarterly meetings, responsible for the attendance of the members from their county
- Serve as a delegate to the annual NHDP state convention, responsible for the attendance of the delegates from their county



SECRETARY

- Maintain accurate minutes of the meetings of the County Committee Democrats and Executive Committee
- Post notice of meetings (at least 14 days prior to the meeting) and encourage new attendance of said meetings
- Keep records of attendance at all meetings and events
- Update phone numbers, emails, and address in Votebuilder to maintain accurate records for future committee officers
- Serve as the primary user for the County Committee Democrats' in all matters relating to Votebuilder, including but not limited to: pulling voter contact lists, looking up specific voters' information, adding information back into Votebuilder after a voter contact event, etc.
- Support the Chair and Vice Chair in the creation and distribution of meeting and event agendas, minutes, reports, etc.
- Manage all public communications for the County Committee Democrats (i.e. newspaper ads, social media, newsletters)
- Ensure an active and regular online presence for the County Committee by posting content multiple times a week
- Create, supervise, and recruit attendance for Letters to the Editor Workshops, Social Media Workshops, and other skills-based workshops, as needed
- Enact a plan to submit regular Letters to the Editor of your local newspaper or publications
- Organize and send bylaws and other records from the County Committee, as well as local committees, to the NHDP annually
- Act in the absence of the Chair and Vice Chair at meetings
- Serve as a member of the NHDP State Committee, attending and participating in their quarterly meetings
- Serve as a delegate to the annual NHDP state convention



TREASURER

- Responsible for the custody of all funds and financial documents of the County Committee Democrats
- Raise funds for County Committee activities to further the mission of electing Democrats throughout the county
- Create, in consultation with the other County Committee Democrats' officers, a budget and fundraising plan for the next two years
- Organize an annual fundraiser each year and serve on any and all fundraising committees for the County Committee
- Write fundraising emails, letters, and other correspondence to encourage both one-time giving and monthly giving
- Create and manage an ActBlue account for easy fundraising
- Draft and send thank you letters to all one-time and recurring donors
- Keep a full and accurate record of all receipts and disbursements
- Deposit all moneys in the name of the County Committee Democrats in a recognized bank account
- Disburse said funds as ordered by the County Executive Committee
- Give a full financial report to the Chair, the County Committee Democrats, the Executive Committee, and/or the NHDP upon request
- Sign all checks, drafts, and orders for payment of money
- File any reports required by State or Federal Law, ensuring that they are in full compliance and are submitted on time
- Assist local committee treasures with fundraising and filing any and all reports required by State or Federal Law
- Act in the absence of the Chair, Vice Chair, and Secretary at meetings
- Serve as a member of the NHDP State Committee, attending and participating in their quarterly meetings
- Serve as a delegate to the annual NHDP state convention

AT-LARGE DELEGATE

- Attend meetings of the County Committee Democrats
- Recruit additional members to join the programming of the County Committee Democrats
- Primarily responsible for recruiting new members into the activities of the County Committee Democrats' (i.e. new to politics, new to the county, new to knowing about the committee)
- Contact volunteers and supporters directly via phone calls, emails, and door knocking to grow the organization
- Contact voters directly about upcoming elections and the Democratic candidates running for office
- Assist local committees and campaigns in the logistics of in-person election activities, including but not limited to securing phone bank and canvass launch locations, supporter housing for campaign staff, candidate house parties, Democratic community events, etc.
- Serve on County Committee working groups or ad-hoc committees, such as fundraising, social media, organizing, etc.
- Liaise between the County Committee Democrats and other Democratic partner groups to increase the impact of shared work (i.e. other County Committees, grassroots organizations, issue advocacy organizations, candidate campaigns, etc.)
- Assist the Treasurer in raising funds for County Committee activities that further the mission of electing Democrats throughout the county
- Update the County Committee on activities in the NH Legislature
- Serve as a member of the NHDP State Committee, attending and participating in their quarterly meetings
- Serve as a delegate to the annual NHDP state convention