

Democratic Party of Benton County
Officer Duties and Responsibilities
November 11, 2020

CHAIR

PUBLIC DUTIES

- Serve as the official spokesperson of the DPBC.
- Ensure that positions presented to the media are consistent with the DPA.
- Where appropriate, designate an alternative spokesperson to interact with the media or other groups who make requests made for position statements.

DPBC DUTIES

- Serve as the Chair of the Executive Committee.
- Serve as a member of the Steering Committee.
- Serve as ex-officio member of all committees, both standing and ad hoc, and attend select meetings to monitor activity as necessary.
- Convene and Call to Order monthly meetings of the DPBC.

VICE CHAIR

PUBLIC DUTIES

- Stand in as official spokesperson of the DPBC when Chair designates.

DPBC DUTIES

- Convene and Call to Order monthly meetings in the absence of Chairperson
- Serve as the Chair of the Steering Committee.
- Serve as a member of the Executive Committee.
- Serve as Chair of the Rules and ByLaws Committee.
- Oversee Committee Staffing
 - The Vice-Chairperson will serve as ex-officio member of all committees, both standing and ad hoc, and attend select meetings to monitor activity as necessary.
 - The Vice-Chairperson is responsible to monitor the health of Standing Committees and make recommendations to SteerCo to staff or dissolve Standing and Ad Hoc Committees
 - Serve as Interim Committee Chair of neglected or abandoned Standing Committees to manage activity as determined by SteerCo.

SECRETARY

(update in progress)

PUBLIC DUTIES

- Send notification of the election of officers to the County Clerk, DPA and Secretary of State after each election

- Give adequate notice to County Convention delegates, notifying delegates and candidates by mail no later than one week in advance, when possible, of said County Convention and by news release in the local media of the county no later than one week in advance, when possible, of said County Convention.
- In conjunction with the Chair, certify the names of the State Convention delegates and alternate delegates to the Secretary of the State Committee within seven (7) days of the election of said delegates and alternate delegates.
-

DPBC DUTIES

- Take and keep the minutes of official meetings, making minutes available to members
- Provide approved copies of minutes to DPA
- Keep official and historical records of DPBC
- Give DPBC members written notice of regularly scheduled and special meetings in accordance with DPA rules.
- Maintain an official list of members.
- Attend Executive Committee and Steering Committee meetings and take and distribute minutes from these meetings.

TREASURER

PUBLIC DUTIES

- Prepare and report financial reports as required by DPA bylaws

REGULATORY / STATE PARTY DUTIES

- File quarterly reports with the Secretary of State Office
 - Due dates January 15th, April 15th, July 15th and October 15th.

DPBC DUTIES

- Responsible for depositing and reporting all monies collected for the benefit of DPBC.
- Responsible for returning receipts for cash received to DPBC at the point of collection or by mail.
 - Capture detail of cash received, purpose of cash, and from whom in a spreadsheet.
- Serve as Chairperson of the Finance Committee
- Prepare and report DPBC Monthly Financial Reports to SteerCo sufficient to inform SteerCo of the financial posture of the DPBC
 - Reconcile debits and credits in bank accounts monthly
 - Download ActBlue monthly statements to designated monthly folder
 - Download Arvest bank statements to designated monthly folder
 - Create and file monthly Financial reports to designated monthly folder
 - Print and file analog copies of above in DPBC Treasurer Backup Binder in the event of catastrophic loss of access to DPBC Google Drive
 - Assure retention of 6 years of records - locate in Storage facility (Rogers / #84)

- Collect mail from the PO Box weekly
 - Open and scan General correspondence to Google drive folder “Incoming Mail”
 - Alert responsible Committee Chairs to the need to review and respond to incoming mail as required
 - Record incoming monies received via mail to SteerCo via Treasurers report
 - Scan incoming membership forms to Membership Forms Folder
- Reconcile Membership forms with payments made online
 - Interact with Membership Chairperson to assure the integrity of the Membership list and status of person on the list.
- Pay any expenses as directed by Executive Committee

DEMOCRATIC ELECTION COMMISSIONER

DUTIES

- Serves as a member of the Benton County Election Commission, which is a separate and independent unit of the county government. The Election Commission has the responsibility in conducting all Federal, State, County, and Local Elections occurring within Benton County. The Elections are administrated by and under the jurisdiction of the Benton County Board of Commissioners, in conjunction with State Election Laws, and State and Local authorities.
- Attend monthly or other regular meetings of the Benton County Election Commission, representing the Democratic Party of Benton County (currently the minority party).
- See <https://bentoncountyar.gov/election-commission/election-info/> for additional information and minutes of past Benton County Election Commission meetings.