

Roles and Responsibilities

Chairman:

- ◆ Chair, call, setup and create an agenda for Membership and Executive Committee Meetings
- ◆ Represent the Manitowoc County Party in public and in official capacity during party activities i.e., district meeting and State Convention
- ◆ Strategically plan and implement party activity to achieve party goals
- ◆ Fundraise and build relationships with potential donors to local candidates
- ◆ Build and foster relationships with local leaders that can impact the Republican Mission
- ◆ Appoint Activity Chairs for Parades, County Fair, Lincoln Day Dinner annually, candidate recruitments, Social Media Director.
- ◆ Draft Correspondence as needed
- ◆ Appoint members to participate in the 6th District Rules, Resolutions and Credentials Committees if the ones nominated at caucus can no longer do it
- ◆ Meet with and recruit potential candidates for local offices

Vice Chairman:

- ◆ Support the Chairman in delegated duties
- ◆ Act as Chairman in the event of the absence of Chairman
- ◆ Participate as party representative to all sub-groups sanctioned by the RPMC
- ◆ Send Correspondence as needed to party members as needed when chair cannot or need arises
- ◆ Meet with and recruit potential candidates for local offices
- ◆ Facilitate Headquarters search and submit for approval to Executive Committee
- ◆ Draft Correspondence as needed
- ◆ Schedule Members for fair and HQ activity
- ◆ Represent the RPMC as an alternate
- ◆ Assist in collaboration and execution with the Chairman regarding implementation of key strategies within the party

Secretary

- ◆ Send out correspondence drafted by Chair and Vice to membership
- ◆ Take Minutes of all meetings and send to Executive Committee
- ◆ Update Website
- ◆ Update Social Media

- ◆ Take Attendance at Party events and upload to shared drive
- ◆ Maintain membership list and provide to appropriate contacts (i.e. State GOP)
- ◆ Keep inventory of merchandise such as signs, lit, and wearables

Treasurer:

- ◆ Collect and Deposit all money in a timely manner
- ◆ Record and Report all transactions to appropriate entities in a timely manner
- ◆ Provide a monthly statement of party balance to membership and executive committee
- ◆ Keep meticulous and organized records of all transactions and less fluid assets
- ◆ File for Raffle License
- ◆ Pay expenses approved by the Executive Committee
- ◆ Work with the creditors and debtors of the county party