



Executive Committee (EC)

(Descriptions and Standard Procedure/Practices)

Powers and Duties	The executive power of the Democratic Party of each County shall be vested in the County Executive Committee, which shall have all the powers and duties relevant to the county which are given to the SCEC (<i>State Central Executive Committee</i>) for the state as a whole.
Membership and terms	<ul style="list-style-type: none"> • Members must live within the county and be registered Democrats • 20 members maximum; half men, half women (may be increased to maximum of 30 with approval of SCEC) • 20 members elected by Precinct Committee members at County Convention (date chosen by State Central Executive Committee (SCEC); early presidential election year) • President of Young Democrats and Democratic Women are members of EC • Members are elected to a 4 year term
Meetings	<p>The Chair must hold at least one Executive Committee meeting per quarter and the location and notice of these meetings must be in compliance with Article II, Section P of these laws. Additional meetings may be held as deemed necessary. (These quarterly meetings shall occur during February, May, August and November on a date specified by the County Chair. Additional meetings may be held as deemed necessary.)</p> <p>Current Practice: Meetings are monthly, 2nd Saturday, at 8:30 AM</p>
EC Member Responsibilities	<ul style="list-style-type: none"> • Support Democratic initiatives in Daviess County, with time, talent & treasure. • Take active role in minimum of one sub-committee. • Support Executive Committee with annual financial donation. • Attend meetings (<i>if any County Executive Committee member fails to attend, in person or by written proxy, two successive meetings of the County Executive Committee or fails to attend fifty percent (50%) of the annual meetings in person, his or her office shall be deemed and declared vacant by the County Chair</i>)
Chair	<ul style="list-style-type: none"> • Chair is elected by members of the EC who are elected at County Convention (early in presidential election year) • Chair and vice-chair must be of different gender • The Chair of the County Executive Committee shall call meetings of the Executive Committee and shall preside at such meetings
Vice Chair	<ul style="list-style-type: none"> • Vice-Chair is elected by members of the EC elected at County Convention (early in presidential election year) • Chair and vice-chair must be of different gender • Vice Chair assumes chair roles in absence of chair • Works to organize and involve volunteers in party activities. (assists Past Chair)
Secretary	<ul style="list-style-type: none"> • Appointed by Chair • Maintains EC roster of members; maintain roster of precinct leaders • Keeps records of the EC meetings – attendance, minutes and actions • Sends notices of meeting • Provides minutes to members and chair of SCEC within 10 days • May be an ex-officio, not-voting member unless elected to membership • Assures appropriate thank you notes/letters are sent

Treasurer	<ul style="list-style-type: none"> • Appointed by Chair • Makes monthly financial reports to the committee • Responsibilities - <ul style="list-style-type: none"> ○ Accounts Payable ○ Track income and gather needed information ○ Facilitate reporting as required • May be an ex-officio, not-voting member unless elected to membership • Provides information to secretary for thank you notes/letters
Past Chair	<ul style="list-style-type: none"> • Works with Vice Chair to organize and involve volunteers in party activities. (This is a new position in2021)
Relationship Leaders/ Liaisons	<ul style="list-style-type: none"> • <u>Young Democrats (age 18-35) Club</u>, (bylaw - Chair is automatic member of EC) - Chair works to develop Young Democratic Club in Daviess County, with leadership and activities to share and support party goals. • <u>Future Voters (Junior & High School) Liaison</u> - works to develop relationships with various school Democratic groups; maintains 2-way communication to inform and enhance involvement with club and party goals. (This is a new position in2021) • <u>Labor Liaison</u> – Leader/s work to maintain involvement between labor and party, share goals and encourage involvement. (This is a newly formalized position in2021) • <u>Educators (K-12 and college)</u> – Leader develops and implements plan to access and involve teachers (current and retired) in democratic activities and goals. (This is a new position in2020) • <u>Democratic Women</u> – (bylaw - Chair is automatic member of EC) Chair serves a liaison to EC with sharing of goals and activities. (This club has been established for many years) • <u>Sierra Club</u> • Others as identified
Communications Chair	<p>Recruit and guide communications sub-committee:</p> <ul style="list-style-type: none"> • Electronic – Maintains Website, Facebook, twitter, etc. to inform and involve left leaning citizens • Traditional – Assure newspapers are contacted with club information. • Rapid Response – Maintain vigilance during election to respond quickly to blatant misinformation.
Fund Raising Chair	<p>Recruit and guide sub-committee to fund party activities:</p> <ul style="list-style-type: none"> • Big Donors - Identify sources and solicit substantial funds. • Picnic - Develop and implement plan for financially successful For Picnic. • Sustained Giving - Identify and solicit sustained monthly donation to the party.
Candidate and Election Chair	<p>Recruit and guide:</p> <ul style="list-style-type: none"> • Candidate Recruitment sub-committee – research possible local candidates, recruit, and provide support • Precinct Involvement sub-committee – develop and implement plan to recruit and involve precinct leaders in candidate support
Advocacy Chair	<p>Recruit and guide:</p> <ul style="list-style-type: none"> • Monitor Federal, State and Local legislation to bring issues of interest and/or concern to Daviess County Democrats. • If needed, organize advocacy efforts, such as lobbying, letter to editor, etc.
Administration Chair	<p>Recruit and guide:</p> <ul style="list-style-type: none"> • Office staffing sub-committee – recruit volunteers to staff the office, with pertinent activities, such as sending out postcards, make phone calls, etc. • Facilities Management sub-committee– assure HQ space is maintained, utilities are functioning, etc. • Hospitality sub-committee – assure refreshments are available when needed

NOTE: All Chairs and Relationship Leaders must be on the Executive Committee; all other roles may or may not be members of EC; all EC members must take role as leader or member of sub-committee.