



Precinct Officer Job Descriptions

Precinct Committee. In each precinct, there shall be a precinct committee consisting of up to four elected Precinct Officers who reside in the precinct when elected by the active Republicans of the precinct present at the annual precinct meeting held in odd numbered years and Block/Neighborhood Captains who shall be appointed by the Precinct Chair.

Precinct Officers. The precinct committee shall have as officers a chair, a vice chair, a secretary, and a treasurer and any others as the body might desire.

Precinct Chair: The duties of the precinct chair shall include:

1. Preside at precinct meetings;
2. Establish reasonable political goals for the precinct;
3. Organize and execute a voter organizing plan;
4. Attend meetings of the county committee;
5. Recommend names of persons to serve as precinct elections officials;
6. Carry out other duties as may be assigned by the precinct or county committees;
7. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

Precinct Vice Chair: The duties of the precinct vice chair shall include:

1. Preside at precinct meeting in the absence of the chair;
2. Carry out other duties as may be assigned by the Precinct Chair and/or county committee;
3. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

Precinct Secretary: The duties of the precinct secretary shall include:

1. Keep all records of the precinct committee;
2. Issue all meeting notices within the timeframe outlined in this Plan of Organization;
3. Prepare and file reports as may be required by law and/or by the county committee;
4. Preside at precinct meetings in the absence of the chair and vice chair;

5. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

Precinct Treasurer: The duties of the precinct treasurer shall include:

1. Keep all financial records of the precinct committee;
2. Transmit all donations to the County Party Treasurer;
3. Provide assistance to the County Party Treasurer in fundraising efforts;
4. Prepare and file reports as may be required by law and/or by the county committee;
5. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

Precinct Block/Neighborhood Captains: The duties of the precinct block/neighborhood captains shall include:

1. Organize neighborhoods within the precinct by reaching out to individual neighbors;
2. Work with the precinct chair to find locations for block/neighborhood parties and meet-and-greets;
3. Ensure all Republicans and Republican leaning neighbors are registered to vote in the precinct;
4. Greet new neighbors who move in and introduce them to the Republican organization and help them to register to vote at their new address;
5. Any other duties as assigned by the precinct chair and/or the county committee;
6. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

Precinct Committee: The duties of the precinct committee members shall be assigned by the precinct chair.