

Buncombe County Democratic Party

This description supplements the description in the North Carolina Democratic Party (NCDP) Plan of Organization (PoO)

Title: Chair: NCDP, PoO: "...duties assigned by the county chair (including)...Oversee drafting and implementation of a strategic plan to successfully Get-Out-The-Vote to elect Democratic Candidates; preside over meetings and conventions; respond to requests for statements to the press; assure financial obligations are met.

Traits: Knowledge of the NCDP Plan of Organization, basic knowledge of election law and parliamentary procedure; possess computer skills including the ability to use Google Docs, VoteBuilder, email and the Internet; ability to lead and organize volunteers, implement Robert Rules of Order and effectively communicate. Background as an active Democrat.

Work:

- Provide leadership and guidance to active Democrats to establish functional precincts and clusters.
- Identify potential leaders.
- Assign committee chairs to successfully implement each section of the strategic plan.
- Establish credible relationships with the Board of Elections and candidates.
- Participate in fund raising activities to meet financial obligations such as mortgage and utilities, as well as get-out-the-vote activities.
- Respond to requests from the press
- Assure database of executive committee members is up-to-date and accurate.
- Call and preside over meetings to fill vacancies for executive committee members and elected officials, as appropriate.
- Represent BCDP at monthly district meetings and state party phone calls.
- Active member of the State Executive Committee.

Time: Approximately 20 hours per week; increasing to 40+ during GOTV season.

Support received from: Executive Board and Committee Chairs.

Benefits: Democratic victories. Established strong and sustainable Party organization of talented, knowledgeable volunteers.

Costs: Time from personal life. Gasoline for travel to/from events/meetings. Money for special events.

Buncombe County Democratic Party

This description supplements the description in the
North Carolina Democratic Party (NCDP) Plan of Organization (PoO)

Title: 1st Vice Chair

Traits: Basic knowledge of NC election law, campaign operations, and Party Plan of Organization. Skill in collaborating with executive team using VoteBuilder, spreadsheets, Google Docs, social media. Ability to attend monthly executive officers meeting, increase volunteer engagement, and develop leaders to replace you.

Work:

- Work with Cluster Coordinator to organize precincts/clusters.
- Prepare Strategic Plan and budgeting for General Election field operations.
- Work closely with (or be) GOTV Coordinator to ensure Early Voting and Election Day staffing and execute Strategic Plan during general elections.
- Assemble with 80 precinct chairs a list of election officials and deliver list to Chair and by spreadsheet to county Board of Elections. Paid election officials include Chief Judge, Democratic Judge, backup Judge, and up to 10 Assistants in each precinct. Take responsibility for any unorganized precincts. (June to mid-August in odd-numbered years.)

Time: Minimum 24 hours per month. Plus 100 hours biennial General Election season.

Support Provided from: Executive Board, Cluster Coordinator, GOTV Coordinator.

Benefits: Winning local elections. Earning respect from elected officials and your peers. Growing the Party. Defending the right to vote. Knowing your efforts in public service help democracy happen across NC.

Costs: Time from personal life. Gasoline for travel to/from events/meetings. Money for special events.

Buncombe County Democratic Party

This description supplements the description in the North Carolina Democratic Party (NCDP) Plan of Organization (PoO).

Title: 2nd Vice Chair

Traits: Knowledge of how adults learn. Skills to work independently and as a team member. Ability to engage people in the process of developing and delivering training. Background as an active Democrat.

Work:

- Provide training to the Executive Committee Members (see NCDP PoO) with focus on precinct officers. Approximately 240 officers in the roughly 80 precincts are the main recipients of training. The precinct officers' manual contains the essential training topics.

Convene and chair the training committee. Key bi-annual training times are before campaign season begins and after new precinct officers are elected.

- Provide leadership as BCDP officer. Help with projects of the Executive Board (chair, three vice chairs, secretary, and treasurer).

Time: Approximately 20 hours per month.

Support Provided to/from: Executive Board and training committee.

Benefits: Increased contribution to the BCDP GOTV mission. Enhanced personal relationships with BCDP members. Reaffirmed commitment to Democratic values.

Costs: Time from personal life. Gasoline for travel to/from events/meetings. Money for special events.

Buncombe County Democratic Party

This description supplements the description in the North Carolina Democratic Party (NCDP) Plan of Organization (PoO).

Title: 3rd Vice Chair: NCDP, PoO: “...duties assigned by the county chair (including)...Serve as publicity chair...utilizing local newspapers, newsletters, etc. to illuminate policy issues and announce activities...to voters.”

Traits: Knowledge of and experience with communication/marketing. Skills to manage website and work independently and as a team member. Background as an active Democrat.

Work: The job is commonly known as *communication*.

The dimensions of marketing provide a framework:

1. Free publicity, such as, press releases to newsletter and newspapers, the presence of BCDP at community events, such as, Mountain State Fair and Gombay.
2. Paid (by BCDP) advertising.
3. Website management and upkeep.
4. Direct outreach especially with social media and BCDP's website.
5. Convene and chair the communications committee.
6. Provide leadership as BCDP officer. Help with projects of the Executive Board (chair, three vice chairs, secretary, and treasurer).

Time: Approximately 40 hours per month.

Support received from: Executive Board and communications committee.

Benefits: Increased positive exposure of the BCDP GOTV mission. Enhanced personal relationships with BCDP members. Reaffirmed commitment to Democratic values.

Costs: Time from personal life. Gasoline for travel to/from events/meetings. Money for special events.

Buncombe County Democratic Party

This description supplements the description in the North Carolina Democratic Party (NCDP) Plan of Organization (PoO).

Title: Secretary

Traits: Knowledge of the workings of the BCDP. Skills of organizing and summarizing meeting activities. Ability to process and condense information. Background as an active Democrat.

Work:

- Collect and maintain accurate party records.
- Record, distribute, and have approved minutes of Executive Committee Meetings and other special meetings as called by the Chair.
- Provide leadership as BCDP officer. Help with projects of the Executive Board (chair, three vice chairs, secretary, and treasurer).

Time: Approximately 15 hours per month.

Support Provided from: Executive Board and membership of BCDP.

Benefits: Provision of accurate representations of Party business. Enhanced personal relationships with BCDP members. Reaffirmed commitment to Democratic values.

Costs: Time from personal life. Gasoline for travel to/from events/meetings. Money for special events. Costs of minor home office supplies.

Buncombe County Democratic Party

This description supplements the description in the North Carolina Democratic Party (NCDP) Plan of Organization (PoO).

Title: Treasurer

Traits: Knowledge of and experience with basic financial management procedures and fund raising. Skills to work independently and as a team member. Ability to engage people in the process of fund raising. Background as an active Democrat.

Work:

- Recruit precinct and cluster leaders to hold fund raising events that help finance the strategic plan.
- Recruit recurring monthly donors to the HOT 100 program that pays for the headquarters.
- Account for the contributions of donors and expenditures by reporting transactions in compliance with state law to the NC Board of Elections, that is, bi-annually during off-election years and quarterly during Congressional and Presidential election years. There are additional reports due before the Primary and General Elections.
- Use Quickbooks Online and the online banking application to reconcile the bank accounts and regularly report to the BCDP officers, the County Executive Committee, and delegates to the annual convention.
- Maintain good standing with vendors by arranging for timely payment of mortgage, insurance, utilities, building maintenance, postage, printing, advertising, and other expenses as authorized by the strategic plan.
- Provide leadership as BCDP officer. Help with projects of the Executive Board (chair, three vice chairs, and secretary).

Time: Approximately 50 hours per month.

Support: Executive Board.

Benefits: Increased contribution to the BCDP GOTV mission. Enhanced personal relationships with BCDP members. Reaffirmed commitment to Democratic values.

Costs: Time from personal life. Gasoline for travel to/from events/meetings. Money for special events.