



GRAND DEMOCRATS: Duties and Responsibilities of Officers, Directors and Committee Chairs

PRESIDENT

From the By-Laws: **President:** *The President shall be responsible for leadership, general supervision, direction and control of the business and affairs of the Club. The President shall preside at all meetings of the Board and General Meetings of the membership and shall have such other powers and duties as may be prescribed from time to time by the Board.*

The President:

- Shall assist in the preparation and adoption of the budget by the Board for the forthcoming year and shall have access to the Club's account(s) for [oversight purposes only.
- Shall, with Board approval, appoint Chairpersons for all committees, including standing committees.
- Shall serve as an ex-officio member of all standing (and other) committees.
- Shall appoint a designee who shall, in the absence of the President, serve as an ex-officio member of each of the committees.
- Will represent the Club to outside groups.
- In order to facilitate transition, is generally expected to remain on the Board for one year after their term in the position of non-voting President-Emeritus.

VICE-PRESIDENT

From the Bylaws: **Vice-President:** *The Vice-President (V-P) shall perform all duties of the President in the event of the President's absence or inability to perform and shall also perform other such duties and responsibilities as may be assigned, from time to time, by the President.*

The Vice-President:

- In the absence of the President, shall perform all of the President's duties.
- Shall perform other such duties and responsibilities as may be assigned, from time to time, by the President.
- Shall ensure that reservations are made for all Club events and activities, with CAM, on the Sun City Grand Events Calendar, in a timely manner. The V-P will coordinate all such room arrangements with appropriate Committee Chairpersons and the Treasurer.



SECRETARY

From the Bylaws: **Secretary:** *The Secretary shall take and keep the records of Board and general meeting minutes. A draft copy will be sent to the President and Vice President for concurrence and approval prior to prompt distribution to all Board and Committee Chairs by the Secretary. The Secretary will assist with correspondence relating to the Club's business. The Secretary shall have available a copy of the current Bylaws of the Club at all Board and General Meetings. The Secretary shall keep an updated external drive as well as hard copies of general and Board meeting minutes and shall pass such records onto the newly elected Secretary. The Secretary shall send approved General meeting minutes to the Chair of the Technical Committee, or designee, for general membership distribution and posting on the website.*

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The Secretary:

- Shall maintain all records of Board and general meetings.
- Shall assist with correspondence relating to the Club's business.
- Shall have available a copy of the current Bylaws of the Club at all Board and General Meetings.
- Shall keep an updated external drive as well as hard copies of general and Board meeting minutes.
- Shall pass such Secretarial records onto the newly elected Secretary.
- Shall send approved minutes to the Technical chair or their designee to distribute to the membership.
- Shall send approved minutes to the Chair of the Technical Committee, or their designee for posting to the website.

TREASURER

From the By-Laws: **Treasurer:** *Shall receive and deposit all monies due to the Club and pay all obligations that may be incurred by the Club in the regular course of its business, shall keep up-to-date records of all financial transactions and provide financial reports as may be required at all meetings of the Board or General Membership. The Treasurer shall also review, attest to and execute all legal and contractual documents required in the operation as approved by the Board. The Treasurer shall complete and file County, State and Federal Tax forms and reports*

as may be required. The Treasurer, for the benefit of the members of the Club, and if so directed by the Board, shall obtain a surety bond and the cost of the bond shall be an expense of the Club. The Treasurer shall develop a process detailing how monies should be collected and properly documented. The Treasurer shall appoint a designee to act in the absence of the



Treasurer. The Treasurer, or designee, is the only persons authorized by the Board to disburse funds. The President may not be the Treasurer's designee.

The Treasurer:

- Shall receive and deposit all monies due to the Club.
- Shall keep up to date all financial records.
- Shall appoint a designee to serve during their absence.
- Shall complete and file all County, State and Federal forms and reports.

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MEMBERS-AT-LARGE

From the By-Laws: *There shall be three Members-at-Large that represent the general membership as voting members of the Board. Members-at-Large may also serve as committee chairs and are expected to take on additional responsibilities, as needed and appointed by the President.*

Members-at-Large:

- Shall be voting members of the Board of Directors.
- May serve as a committee chair or member of a committee.
- May take on other responsibilities when appointed by the President.

VOLUNTEER COMMITTEES

Community Outreach Committee

- Currently have two Projects: Adopt-a-Street and Foodbank.
- Adopt-a-Street 1) Meets on Saturdays several times a year to clean-up an area pre-assigned to Grand Dems; 2) Dates and times TBD each year; 3) Clean-up equipment is provided by Grand Dems.
- Foodbank Currently works with Valley View Community Food Bank, collecting non-perishable food at General meetings.
- Contact granddems@gmail.com for more information.



Elections Committee

- Organizes and implements a ‘get out the vote’ (GOTV) program often in concert with Democratic Party efforts.
- Organizes and implements voter education, registration activities and AVEL (Active Early Voting List) registration.
- Provides candidate and ballot initiative petitions for members to sign.
- Organizes a Rally for candidates during election years.
- Canvases Precincts with Voter Guides for Democratic Candidates.
- Organizes and implements postcard writing, phone banking & texting campaigns.
- Contact granddems@gmail.com for more information.

Fundraising Committee

- Develops fundraising events to provide a time for members, friends and donors to socialize as well as to raise funds for Democratic issues and activities.
- Ensures that net profits of fundraising events and campaigns will be expended on donations to Democratic candidates and Democratic organizations such as ADP, MCDP, & LD29.
- If you like to throw parties, this committee is for you!
- Contact granddems@gmail.com for more information.

Membership Committee

- At Meetings: sign in members, sign-up new members, collect membership dues and donations.
- Creates a Plan to attract, retain and track membership.
- Maintains accurate and up-to-date membership and other contact lists.
- Develops and distributes membership literature at meetings and community events.
- Contact granddems@gmail.com for more information.

Nominations Committee

- Encourages the development of future Board members as a continuous process by consulting with members regarding their abilities and availability to serve as a future Board member.
- Prepares a slate of candidates for Board vacancies for discussion and approval at the October Board meeting.
- Presents the slate of Officers and At-Large Directors to the membership at its October Meeting.
- Conducts an election of the Board at the November meeting, taking additional nominees from the floor for specific Board positions.
- Contact granddems@gmail.com for more information.



Program & Public Relations (PR) Committee

- Plans and implements educational programs for membership meetings.
- Reaches out to speakers from organizations that lean left and to Democratic Candidates for office and public officials elected in AZ.
- Confirms their attendance thru written or oral communications. Introduces Guest Speakers at the meeting.
- Gives a club memento to candidate and public official speakers and a gift card to other speakers.
- Sends thank you notes to speakers after program.
- Provides notices of meetings and events to print and digital media and local Democratic groups.
- Sends notices of Grand Dem events to the Tockify Administrator for inclusion on our website events calendar.
- Creates posters for the Dems' meetings, events, and post throughout Grand.
- Contact granddems@gmail.com for more information.

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Social Committee

- Plans and implements Social Events for members.
- Implements social time at the meetings (provide cookies and coffee/tea setup and can/basket for donations).
- Confirms meeting places for Blue Breakfasts and Blue Dinners.
- Submits Event calendar and announcement requests to Tockify and Mailchimp administrators.
- Contact granddems@gmail.com for more information.

Technical Committee

- Maintains and enhances the Grand Dems website.
- Provides technical support for the site.
- Sends out e-blasts to the general membership and others on mailing list
- Submits photos and upcoming events to be posted to website.
- Maintains the Master Calendar on the website.
- Contact granddems@gmail.com for more information.