

## **Description of LD E-Board positions and responsibilities\***

\*Descriptions are based upon previous by-laws and standing rules and may be subject to change at the discretion of the membership during the Re-Org meeting.

### **LD Chair:**

\*The chair is elected at the LD re-org meeting by attending elected PCOs

\*The chair attends and runs their LD meetings, attends and run their LD E-Board meetings, and can attend and vote at their county of residence's E-Board meetings. They can also attend State committee for training sessions, but do not have a vote.

\*The chair's job is to set the agenda for the LD general and E-Board meetings, and run them in an orderly and timely fashion. Additionally, typically the chair is the representative for the LD to talk to elected officials and media if necessary.

\*This position is a 2 year position but the chair can step down if they are unable to fulfill their duties or move out of their LD. The 1<sup>st</sup> vice chair would then sit as interim chair until a special election is held to have the PCOs vote in a new chair at that time.

\*County membership differs by county, and but the attendance fees are not required to be paid by PCOs but are encouraged. The chair position typically does not accrue extra costs, unless you are attending out of town meetings, etc. at the chairs discretion.

\*If a chair chooses to attend an out of town meeting, their expenses are not paid and cost may vary.

\*Typically, this position only requires a donation of time and effort.

### **Vice Chair:**

\*The vice chair(s) are elected at their LD re-org meeting by the attending elected PCOs

\*The vice chair(s) attend their LD meetings, their LD E-Board meetings, and the 1<sup>st</sup> Vice Chair can attend and vote at the county of residence's E-Board meetings. They can attend State committee meetings, but do no receive training there, nor can they vote.

\*In the 1<sup>st</sup> LD, the 1<sup>st</sup> vice chair must be living in the opposite county of the chair, and be the opposite gender. Additional vice chair positions simply alternate county of residence.

\*The vice chair's job is to provide assistance to the chair. If the chair is unable to attend an LD meeting or LD E-Board meeting, then the 1<sup>st</sup> vice chair will run the meeting in their place. Additional vice chairs jobs are at the discretion of the chair as needed.

\*If a vice chair needs to step down or moves out of the area, they can and their position will be elected at the next general meeting by the attending PCOs as notified by the chair 10 days in advance.

\*Typically, this position only requires a donation of time and effort.

**State Committee Person:**

- \*The state committee people are elected at their LD re-org meeting by the attending elected PCOs.
- \*There is one male and one female state committee member for each LD.
- \*The state committee people are responsible for attending all LD general meetings, LD E-Board meetings, their county of residence E-Board meetings and the State quarterly meetings.
- \*State quarterly meetings are typically held with 2 meetings on the west coast, and 2 meetings on the east side of the state.
- \*These meetings and travel expenses are at the cost of the state committee person and vary depending on location, and can range from \$100 - \$500 dollars per quarterly meeting depending on mileage, food and hotels.
- \*The state committee people vote are the only voters at the State quarterly meetings. They vote on the state E-Board membership, as well as the platform and bylaws for the state. They can sit on a variety of committees including rules, credentials, etc. with a full list available on the state committee website.
- \*Additionally, State committee members can attend and vote at the caucus level of their state party for a variety of causes including diversity, labor or other causes, a full list is available on the state committee website.
- \*If a state committee member is unable to attend their quarterly meeting, they can give a written proxy agreement to a member of their LD to vote for on their behalf with appropriate warning to the state party.
- \*State committee people will report to their LD about what is going on at the state party and anything that might affect their LD and upcoming elections.
- \*If a state committee person must step down for whatever reason, their position will be re-elected by the LD following their by-laws.

**County Representatives:**

- \*County Reps are elected at their LD bi-annual re-org meeting by the attending elected PCOs
- \*There are a total of 4 county reps elected, one male and one female for each county in the LD.
- \*County reps attend and vote at their LD general meetings, LD E-Board meetings, and county E-Board meetings.
- \*County E-board meetings are typically once a month, the dates and times of which are set by the county e-board.
- \*The county reps jobs are to report to their LD about events going on at the county level, as well as elections they should be aware of, and in turn report to the county about what their LD is up to regarding their own elections, voter outreach, etc.

\*Typically there is no extra cost for the county rep, just a donation of time and effort.

\*County membership is not required but encouraged.

\*If a county rep is unable to attend their county meeting, it depends on the county what actions can be taken.

\*If a county rep is unable to fulfill their duties or moves out of the LD, the position will be open for re-election as per the LD bylaws.

### **County Rep Alternates:**

\*Currently, only King county has county alternates.

\*The alternates are elected at the LD re-org by the attending PCOs.

\*There is one male and one female alternate for King County and they can only replace the rep of their gender.

\*They can only vote at the King county E-Board meetings if their primary county rep is unable to attend.

### **Secretary:**

\*The secretary is elected at their LD re-org by all paid members and PCOs in attendance

\*The secretary's job is to take the minutes at the LD general and e-board meetings and to hold the LD records in security. The secretary will also provide copies of the previous meeting's minutes to the membership.

\*The secretary should be able to type, and be marginally proficient with a word processing program. Computer experience is a plus but not required.

\*The secretary will attend and vote at their LD general meetings and e-board meetings.

\*If the secretary is unable to fulfill their duties or moves out of the LD, the position will be open for re-election as per the LD bylaws.

### **Treasurer:**

\*The treasurer is elected at the LD re-org by all paid members and PCOs in attendance

\*The treasurer's job is to report to the PDC all income and expenses incurred by the LD. They are responsible for handling all funds, writing checks, paying expenses and collecting donations and cash. They are additionally in charge of interacting with the LD's bank regarding deposits and withdrawals.

\*The treasurer will be part of the audit committee to verify the outgoing treasurers books, and will then produce a budget for the LD's next 2 years which will be voted upon by the LD membership.

\*At LD general meetings, the treasurer will report the previous month's income and expenses.

\*PDC filings are done online, and training is available through the state.

\*The treasurer must have access to the internet and have reliable computer knowledge, as well as basic accounting skills.

\*The treasurer attending and votes at their LD General and LD E-Board meetings. They should also attend all LD functions where money is being processed, such as the summer picnic, fundraisers, etc.

\* If the treasurer is unable to fulfill their duties or moves out of the LD, the position will be open for re-election as per the LD bylaws.

#### \*Committee Chairs\*

\*Committee chairs have a seat and vote at their LD E-Board.

\*They are elected by the attending members of their committee on the date of their first meeting after the re-org.

\*Committee chairs report to the LD about the actions of their committee.

\*Currently the LD has five standing committees, but are not listed here. Until the bylaws and standing rules are approved by the membership, and the first date of the new committee meetings are set, further information will be available then on how to participate or run as a chair.