

3.05 Duties of Congressional District Officers

Chair.

The duties of the congressional district chair shall include:

1. Preside at district executive committee meetings and district conventions, or designate a person to preside over all or parts of these meetings;
2. Draft, in consultation with the district executive committee, a strategic plan outlining reasonable political goals for the district;
3. Execute the strategic plan approved by the district executive committee;
4. In consultation with the elected officers; Appoint a Treasurer.
5. Designate the exact time and place, consistent with the fourteen (14) day period set by the state chair, within which the district convention is to be held. Said designation to be given to the state chair and county chairs within the district at least thirty (30) days prior to the said district convention;
6. Assist the state chair and state party staff in the dissemination of party information;
7. Serve as the delegate selection chair responsible for carrying out the duties specified in the Delegate Selection Plan adopted by the state executive committee relating to the election of delegates to the Democratic National Convention;
8. Appoint committees as may be required in the execution of these duties;
9. Attend meetings of the state executive council and the state executive committee;
10. Serve as the spokesperson for the district executive committee;
11. Serve as the liaison between the district executive committee and the state party officers and staff;
12. Represent the district at party and non-party meetings and functions;
13. Carry out other duties as may be assigned by this Plan or Organization or by the district or state executive committees;
14. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.
15. Serve on Committee for Distribution of State Campaign NC Victory Fund as provided for in Section 8.03.

First Vice Chair.

The duties of the congressional district first vice chair shall include:

1. Preside at district executive committee meetings and district conventions in the absence of the chair;
2. Plan and organize district executive committee meetings and district conventions;
3. Serve as the coordinator of all district -wide party organizing efforts, in consultation with other officers and consistent with the strategic plan approved by the district executive committee;
4. Carry out other duties as may be assigned by the district executive committee;
5. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

Second Vice Chair.

The duties of the congressional district second vice chair shall include:

1. Plan and organize training sessions for district executive committee members and other interested active Democrats;
2. Carry out other duties as may be assigned by the district executive committee;
3. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

Third Vice Chair.

The duties of the congressional district third vice chair shall include:

1. Serve as the publicity chair for the district executive committee utilizing local newspapers, newsletters, etc. to illuminate policy issues and announce political activities and/or accomplishments to voters in the district;
2. Carry out other duties as may be assigned by the district executive committee;
3. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

Secretary.

The duties of the congressional district secretary shall include:

1. Keep and maintain in good order all records of the district executive committee;
2. Issue all meeting notices in writing and consistent with the requirements of this Plan of Organization;
3. Carry out other duties as may be assigned by the district executive committee;
4. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

Treasurer.

The duties of the congressional district treasurer shall include:

1. Maintain the district executive committee treasury at an insured commercial bank;
2. Maintain all records required by law or by the district executive committee of contributions received and disbursements made;
3. Prepare and file any reports as may be required by law or by the district executive committee;
4. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

Congressional District Chair for Minority Affairs.

The congressional district chair for minority affairs shall serve as a liaison between the party and the minority communities in that district and shall encourage full participation and representation in all party affairs.

The officers of the District Executive Committee may meet to assign new duties or reassign existing duties of the District Executive Committee officers for the remainder of their term. Assignments or re- assignments of duties must be agreed upon by affected officers. The District Chair shall notify the State Chair and Executive Director of any changes in the duties assignments that are outlined in this Plan of Organization.