STANDING RULE #1

CENTRAL COMMITTEE (CC) OFFICER JOB DESCRIPTIONS

Originally adopted 07/06/2021. Revised/amended: 05/06/2022, 04/13/2023, 09/11/2025

A. Chair
1. Presides at all Executive Committee (EC), CC, Special, and Time-Sensitive Meetings or Decisions.
2. Notifies the Vice Chair promptly if they are unable to attend one of the above meetings.
3. Reports on EC actions for discussion or approval at the CC Meeting.
4. Serves as an administrator for Curry County Democrats (CCD) social media sites.
5. Serves as a member of the Budget Committee.
6. Serves as an ex officio member of all CCD committees.
7. Serves as a cosigner on CCD bank accounts.
8. Possesses an active debit card for access to CCD bank accounts.
9. Represents CCD with local, state, and federal elected officials, individuals, and organizations.
10. Represents CCD in recruiting volunteer participants in actions that advance the goals of CCD in Curry County and rural Oregon.
11. Maintains communication with leaders, caucuses, and individuals in the Democratic Party of Oregon (DPO) who align with the goals of CCD and rural Oregon.

B. Vice Chair
1. Notifies the Chair when unable to attend a CCD meeting.
2. Assumes the duties of the Chair during any absence, incapacity, or temporary disability of the Chair.
3. Serves as an Administrator of the CCD social media pages.
4. Carries out tasks as assigned by the Chair.

C. Secretary
1. Notifies the Chair if unable to attend a CCD meeting.
2. Records the minutes of all EC, CC, Special, and Time-Sensitive/Decision Meetings.
3. Distributes the minutes of the meetings:
    - EC - Provide a draft copy to EC members within five days.
    - CC - Provide a draft copy to CC members within ten days.
      Provide an approved copy to the Communications Officer for posting on the website.
    - Special, Time-Sensitive/Decision - Provide a draft copy to EC for electronic distribution to CC within five days.
4. During the EC meeting, creates the agenda for the next CC meeting.
5. Three days before the CC meeting, sends notice to CCD, including the agenda and draft minutes from the previous CC meeting.
6. Maintains a current membership list.
7. Creates an annual calendar to be published by the Information Technology Officer (ITO). Updates the calendar throughout the year.
8. Monitors CCD phone calls, voice messages, and incoming emails, routing these to the appropriate EC member.

9. Maintains electronic files containing minutes, agendas, and phone logs.
10. Corresponds with the Curry County Elections Division, the SCC, and CD4, at the direction of the Chair.

D. Treasurer
1. Notifies the Chair if unable to attend a CCD meeting.
2. Promptly meets the CCD financial obligations.
3. Serves as the custodian of all CCD funds and will maintain precise records pertaining to the finances of CCD, including the following:
   a. Serves as signatory on CCD's bank accounts, including credit and debit accounts.
   b. Possesses an active debit card for access to CCD bank accounts.
   c. Possesses and maintains the checkbook pertaining to the CCD checking account.
   d. Deposits CCD donations regularly.
   e. Maintains the ActBlue account.
4. Is assigned a key to the CCD Post Office Box. By EC approval, a second key may be assigned to an EC member.
5. Prepares and submits timely reports to the Oregon Elections System for Tracking and Reporting (ORESTAR) according to its rules.
6. Prepares and presents a current monthly financial report at the Executive Committee Meeting for review.
7. Presents the reviewed monthly financial report for approval at a CC meeting.
8. Chairs the Budget Committee.
9. Presents a proposed budget, based on the recommendations of the Budget Committee, for approval by the EC.
10. Presents the approved budget to the CC for final approval during a CC Meeting.

E. Communications Officer (CO)
1. Notifies the Chair if unable to attend a CCD meeting.
2. Serves as the primary Administrator of the CCD social media pages.
3. Assists in posting to social media and website.
4. Attends the monthly DPO Communications Meeting.

F. Information Technology Officer (ITO)
1. Manages, develops, and supports electronic systems, networks, and software within CCD:
   - Troubleshoots technical issues.
   - Provides technical support to users
   - Ensures the security and efficiency of IT systems.
   - Responsible for the technical management and maintenance of the website.