

BOARD MEMBER RESPONSIBILITIES

The CHAIR shall be the chief executive officer of The Republican Party of Olmsted County. He or she shall preside over all meetings of the Central Committee and the Executive Committee and shall preside over all conventions of the County unless a temporary convention chair is elected. He or she shall be the representative of the County at all official Party meetings. The DEPUTY CHAIR shall preside over County meetings and represent the County at Party meetings outside the County if the Chair cannot attend a particular meeting. The Chair and Deputy Chair shall perform such other duties as are usually incident to their offices, including references in the Constitutions of the Republican Party of Minnesota and the First Congressional District Republican Parties, references in Minnesota law to responsibilities of chief executive officers, and references in Robert's Rules of Order, Newly Revised.

The VICE CHAIRS shall have those duties assigned to them by the Executive Committee. Duties to be assigned to the Vice Chairs may include, but shall not be limited to, one or more of the following standing committees involving: Administration, Candidates, Communications, Constitution, Events, Finance, Growth, Research; and Caucus Coordinator.

The SECRETARY shall: prepare and keep accurate minutes of all meetings of the County Executive Committee and the Central Committee; maintain records of membership and attendance of all members and Alternates of the Executive Committee and Central Committee; send timely notice of all meetings of the Executive Committee; make these records available to members and Alternates to the Executive Committee and Central Committee on a timely and reasonable basis; and make minutes available to all members at or prior to the next meeting.

The TREASURER shall: receive all monies of the Party; keep accurate records of all receipts and disbursements; make no expenditures unless it is included in a budget approved by the Central Committee and having a voucher for the expenditure signed by the Chair; deposit all receipts to an approved bank account, prepare a statement showing a comparison with budget to each meeting of the Executive Committee and Central Committee and to each annual County Convention; and prepare and submit required reports to the Minnesota Campaign Finance and Public Disclosure Board.