

## **Precinct Chair and Officer's Job Descriptions**

### **Chair**

Attend Precinct Officer's Training

Know the precinct geographically and politically by studying maps, review voter statistics, and reviewing the information in Mastermind

With other Precinct Officers, prepare an activity plan for the next two years

With other Precinct Officers, organize the precinct

Recruit Block Workers

Train Block Workers

Yearly compare Votervault with Secretary of State's Voter Registration file (if BPOU wants this done)

Constant meeting or follow-up with Block Workers

Have cards prepared for the Neighbor to Neighbor drive if BPOU wants this done)

Plan and hold at least one educational and fun events each year for all Republicans in the precinct

Make sure precinct has a full delegation at the BPOU conventions

Oversee party functions in the precinct

Financially contribute to the party organization

Attend BPOU meetings if asked

Work to implement BPOU projects in the precinct

Promote and implement endorsed candidate activities in the precinct

Assist the Republican Party by serving on committees

### **Vice Chair**

Take the place of the Chair when the Chair is not available

Attend Precinct Officer Training

Know the precinct geographically and politically by studying maps, review voter statistics, and reviewing the information in Mastermind

Assist in the planning of activities for the precinct

Assist the Chair in organizing the precinct

Assist the Chair in any other functions that need to be done in the precinct

Financially contribute to the party organization

Promote and support the endorsed candidates

### **Secretary**

Take the minutes of the precinct caucus and return the materials to the proper persons

Attend Precinct Officer Training

Assist the Chair and Vice Chair in the planning of activities for the precinct

Prepare written material, including written notices of events  
in the precinct  
Assist the Chair in the organizing of the precinct  
Assist the Chair in any other functions that need to be done  
in the precinct  
Financially contribute to the party organization  
Promote and support endorsed candidates

**Treasurer**

Keep financial records of the precinct  
Attend Precinct Officers Training  
Assist the Chair and Vice Chair in the planning of activities  
in the precinct  
Provide financial reports to the Officers of the precinct  
Provide the Ethical Practices reports as required by law  
Assist the Chair in the organizing of the precinct  
Assist the Chair in any other functions that need to be done  
in the precinct  
Financially contribute to the party organization  
Promote and support endorsed candidates