

Job Descriptions for the Davis County Democratic Party Executive Committee

The County Executive Officers are the Chair, Vice Chair, Secretary, and Treasurer.

These four officers are responsible for the affairs of the Davis County Democratic Party subject to these articles, the Bylaws, the County Convention, the County Central Committee, the County Executive Committee, and the Utah State Democratic Party.

The **Chair** serves as chief executive officer and has these responsibilities:

1. Carry out the programs and policies of the county conventions, the County Central Committee, and the County Executive Committee.
2. To possess all powers of the Davis County Democratic Party between meetings, as stated here and in the bylaws.
3. Determine the agenda and preside over all meetings of the County Executive Committee, the County Central Committee, and the county convention (if not a candidate).
4. Appoint Sergeants-at-Arms and Parliamentarians for conventions and other meetings when appropriate.
5. Appoint—with the County Executive Committee’s approval—an Executive Director and any other staff necessary to carry out the programs of the Davis County Democratic Party.
6. Appoint the membership of Select Committees assigned to them, with the advice and consent of the County Executive Committee.
7. Appoint the membership of Standing Committees, and the Select Committees assigned to them, with the advice and consent of the County Central Committee.
8. Serve as a voting member of all committees as described here, by the Bylaws, or approved by the County Central Committee.
9. Serve as a member of the Utah State Democratic Party Central Committee.

Estimated effort: four hours and four meetings a month, depending on the time of year and the scheduled events.

The **Vice Chair** of the Davis County Democratic Party has these responsibilities:

1. Assist the Chair in the performance of her or his duties.
2. Preside in the absence of the County Chair over meetings of the County Executive Committee, the County Central Committee, and County Conventions (if not a candidate).
3. Serve as a voting member of all committees described here, in the Bylaws, or approved by the County Central Committee.

Estimated effort: Two to four hours and four meetings a month, depending on the time of year and the scheduled events.

The **Secretary** of the Davis County Democratic Party has these responsibilities:

1. Keep the minutes for all meetings of the County Convention, County Central Committee, and County Executive Committee.
2. Establish a filing system and ensure the maintenance of the files necessary for the proper functioning of the Davis County Democratic Party.
3. Send emails and other communications at the direction of the State or County leadership.
4. File reports required by the Utah State Democratic Party and including, but not limited to, any State, County, and Local authority, as appropriate, on any subject and in any manner required.
5. Maintain and update lists of people who participate in county party activities.

Estimated effort: Two to four hours and four meetings a month, depending on the time of year and the scheduled events.

The **Treasurer** of the Davis County Democratic Party has these responsibilities:

1. Receive and disburse funds of the Davis County Democratic Party.
2. Prepare and present an annual budget for the Davis County Democratic Party on or before the December Executive Committee Meeting, who may amend it prior to submission to the County Central Committee which must approve the budget at their first meeting of each year.

3. Prepare and present all financial reports monthly, as required here, by federal, state, and local statutes.
4. Recommend a person to review the accounts of the Davis County Democratic Party (approved by the County Executive Committee) and to obtain any professional assistance necessary in the performance of the financial duties of the office.
5. Authorize the other County Executive Officers as their agents for the disbursement of funds and for the submission of financial reports.
6. Deposit and disperse funds at the approval of County Executive Officers.

Estimated effort: Two hours and two meetings a month.