

***Pima County***

***Republican Party***

***Executive Committee***

***Operations Manual***

## Forward

This manual was designed to work with the existing Pima County Republican Party Bylaws. The manual is for the exclusive use of Executive Committee.

This manual provides direction for leadership, to enable information to disseminate from the Chairman to the Pima County Party via the District Chairmen. This Guide also directs District Chairmen that all information important to growth, education, PC development and fundraising in their district be shared on a monthly basis with the Pima County Executive Committee. As a guide, the following duties of elected officers of the Party may be modified from time to time by the Executive Committee with a simple majority vote to facilitate objectives of the County Committee

Contained in the manual are detailed operating procedures which will tie to the existing bylaws. This is considered a "living" manual and the Executive Committee is expected to make full use of it at all times, including the option of making frequent changes. The purpose of the manual is to detail the workings of the Executive Committee. When a procedure used by the Executive Committee is not in alignment with the what is contained in the Operations Manual, there are two choices, bring the manual into alignment with the what is actually happening, or bring the procedures into alignment with the existing manual.

If a conflict is found between the Pima County Republican Party Bylaws and what is contained in this manual, the Pima County Republican Party will ALWAYS be the governing version.

## Pima County Republican Executive Committee

### Manual of Duties

#### **Section 1: County Chairman:**

The County Chairman is the CEO of the County Committee.

The Chairman must be able to lead, organize, delegate, set goals, raise funds, effectively communicate, preside over and set agendas for Executive Committee meetings in accordance with the Pima County Committee Bylaws. The following are the responsibilities of any person elected to this position for consistency in leadership and success of the Pima County Republican Party. The Chairman will:

1. Set goals for each year in cooperation with the Executive Committee.
2. Create quarterly and annual fundraising events.
3. Create and maintain a list of financial contributors.
4. Conduct post-election candidate conferences.
5. Develop alliances with conservative groups and organizations.
6. Create strategies for seeking and supporting candidates with Republican values.
7. Foster effective relationships with campaign workers and activists.
8. Develop a year-round strategy for Get Out The Vote (GOTV).
9. Create open discussion at Executive Committee meetings on the topics of performance, achievements and goals on a monthly basis and solicit input from Districts.
10. Conduct business in a timely and efficient manner
11. Conduct monthly meetings that are "results oriented."
12. Communicate and coordinate activities with the Arizona Republican Party, Legislative Districts and other Republican organizations.

13. Obtain reports from each District Chair at each Executive Committee meeting to include:
  - a. Precinct Committeemen recruitment progress, and training, and strategy;
  - b. Voter registration and outreach activity
  - c. Fundraising plans and accomplishments.
  - d. Attendance and activities at Legislative District meetings.
14. Appoint and direct subcommittees.
15. Appoint and monitor a director of "Get out the Vote" (GOTV) activities.
16. Recruit candidates and encourage recruitment of same.
17. Promote and provide candidate training resources and contacts.
18. Appoint an information technology coordinator
19. Serve as the public relations officer (or may designate another for such services) and communicate with the media, community leaders and foster outreach.
20. Manage the budget and anticipate certain annual events and expenses.
21. Open auxiliary headquarter offices when approved by Executive Committee.

**Section 2: First Vice Chairman:**

The First Vice Chairman shall be capable of performing the duties of the County Chairman and will serve as the presiding officer at any Committee meeting or function in the absence of the Chairman. When serving as County Chairman *pro tem* in the absence of the County Chairman, the First Vice Chairman shall act in accordance with the Chairman's platform and will coordinate with same on any decisions and activities for the Committee.

The First Vice Chairman is the Parliamentarian for the County Committee and Executive Committee, must be well versed in Roberts Rules of Order, the By-Laws of the Pima County Republican Party and will enforce adherence to same.

**Section 3: Second Vice Chairman:**

The Second Vice Chairman is responsible for coordinating Committee fundraising efforts, and will create and produce fundraising events. The Second Vice Chairman will create and maintain fundraising call lists and initiate and monitor business fundraising outreach programs. The Second Vice Chairman shall report on the status of Committee fundraising activities at each Executive Committee meeting.

**Section 4: Third Vice Chairman:**

The Third Vice Chairman will be the coordinator for the Committee's voter registration and volunteer recruitment. The Third Vice chairman will report on Committee voter registration and volunteer recruitment activities at each Executive Committee meeting.

**Section 5: Fourth Vice Chairman:**

The Fourth Vice Chairman will coordinate the County Committee's Precinct Committeeman recruitment, training and education. The Fourth Vice Chairman will offer regular monthly Precinct Committeemen training. The Fourth Vice Chairman will report on Precinct Committeemen recruitment, training and education activities at each Executive Committee meeting.

**Section 6: Secretary:**

The Secretary will prepare and publish the County Committee and Executive Committee meeting agenda under the direction of the Chairman, take minutes at all County Committee and Executive Committee meetings, and prepare and publish notices of meetings. The Secretary will be responsible for maintaining all correspondence and records of the County Committee. Secretary will surrender all GOP records to successor.

**Section 7: Treasurer:**

The Treasurer must be familiar with and ensure Committee compliance with all federal, state and county election and campaign finance laws. The Treasurer will also be responsible for the following:

1. Filing and updating the Committee's registration form
2. Ensuring reasonable internal controls for safeguarding of Committee assets
3. Depositing receipts
4. Maintaining and reconciling all Committee bank accounts
5. Receiving and monitoring contributions to the Committee
6. Maintaining Committee financial records
7. Reporting on Committee finances at each Executive Committee meeting
8. Filing all mandatory financial reports
9. Preparing and filing Committee tax returns
10. Monitoring, recording and reporting on all Committee expenditures
11. Treasurer will surrender all GOP records to successor

### **Section 8: District Committees/Chairmen:**

The District Chairmen are the conduits of communication between party members in their Districts and the County Committee. It should be the responsibility of District Chairmen to report to the Chairman and Executive Committee achievements within their Districts and concerns and questions of Committee Members to allow the County Committee to assist in achieving common goals. To that end, it is expected that District chairmen, at each Executive Committee meeting, will report on his/her District goals for membership and recruitment, progress in achieving same, status and success of District fundraising activities, status of programs for Precinct Committeemen development, and, in election seasons, to report on the availability of volunteers to serve at Committee headquarters and polling places.

### **Section 9: Members at Large (5)**

Members-at-Large shall be voting members and participate toward a quorum which is when a simple majority of the Executive Committee is present. Other duties shall include participation in the Executive Committee decision making process and being available for any subcommittee activity requested by the Executive Committee and the Chairman. It is the expectation that each Member-at-Large shall serve on a subcommittee as a member or chairman.

### **Section 10: Executive Director**

The Executive Director is the manager of the Republican Party Headquarters. The primary responsibility of the Executive Director is to keep the GOP Headquarters open and available to the public five days a week with the help of volunteer staff.

1. GOP Headquarters is to be available to provide the following services:
  - a. Candidate recruitment and development.
  - b. Information resource center for voters, pc's and candidates.
  - c. Candidate marketing efforts with precinct walks and distribution of literature.
  - d. Phone banking to promote candidates and GOTV.
  - e. Central location for sign storage and distribution.
  - f. Provide campaigns with volunteers.
  - g. Provide a meeting place for candidates and their staff
2. Precinct Committeemen shall have access to GOP Headquarters five days a week for meetings. Information (such as walking lists), phones and photocopiers are available to Precinct Committeemen for Party related business.
3. Other services available at GOP Headquarters with the aid and direction of the Executive Director are:
  - a. Notary Services.
  - b. Campaign direction or advice.

- c. Brown Bag luncheons.
  - d. Reception center for completed voter registration forms and precinct committeeman applications.
4. The Executive Director is the information resource officer for the Pima County Republican Party and as such shall be responsible for the dissemination of news from the Pima County Republican Party. Some of the information outlets and services include;
- a. Website [www.PimaGOP.org](http://www.PimaGOP.org) .
  - b. E-mail at [Hq@PimaGOP.org](mailto:Hq@PimaGOP.org) .
  - c. Phone number 520-321-1492.
  - d. Weekly newsletter with calendar of LD meetings and other events.
  - e. E-blast: up to the minute press releases.
  - f. Open houses at headquarters.
  - g. Voter registration information.
  - h. Education Center for high school and college leadership classes.
  - i. Voter registration seminars.
  - j. All electronic social media and hardcopy records maintained by the Executive Director remain the sole and exclusive property of the Pima County Republican Party.

### **Section 11: IT Chairman**

This individual will be chosen by the Pima County Chairman, with Board confirmation. The IT Chair must be a registered Republican but not necessarily a member of the executive committee. The individual must have experience in administering the website, Facebook and twitter accounts.

The IT chair must sign an agreement which acknowledges that the Pima County Republican Party owns:

[PimaGOP.com](http://PimaGOP.com)

[PimaGOP.org](http://PimaGOP.org)



Pima County GOP SPEAKSOUT Facebook page.

All fees for the Domain and the Web host will be paid by the Party and passwords will be known only by the Party Chairman, the Executive Director, and the IT Chairman and that knowledge of the password does NOT permit any of those persons to claim ownership of any of the GOP party sites and the IT Chair has no authority to change a password or in anyway to claim ownership of the Domain.