



County Party Officer Duties and Responsibilities

The officers chosen on the county level represent both a larger geographical area and a broader mix of political philosophies. These persons must be actively concerned with the Democratic Party and its betterment and willing and able to devote time and energy to party activities.

Chair

The Chair is the central figure in the County Democratic Party. This person must have considerable organizational skills and be respected by party members. The chair calls and presides at meetings of the county executive committee. They are responsible for arrangements for party primaries, the county convention, and the election of all Democratic candidates who run in the county. The chair is also responsible for communicating information from the state party to the county party officers and membership.

Vice Chairs

The first vice-chair must be of a different gender than the chair. This person assumes the role of the chair when the chair is unavailable. The second vice-chair must be another race than the chair. The third vice-chair must be under 36 years of age. Each vice-chair will perform duties as directed by the chair.

Secretary

The county secretary keeps the minutes of the county officers, executive committee, and county convention meetings. The secretary must inform Democrats within the county of meetings and activities. The secretary must file with the state party an accurate list of the executive committee and precinct officers to include point of contact information and keep abreast of current party rules and procedures. The secretary is elected per state party rules by the county party executive committee in a meeting no more than 30 days after the county convention.



Treasurer

The treasurer oversees the financial affairs of the county party. This individual must prepare a budget that mirrors party needs and assist in raising funds. The treasurer keeps records on party monies garnered from fundraising activities and filing fees. The treasurer is elected per state party rules by the county party executive committee in a meeting no more than 30 days following the county convention.

County Finance Director

The county finance director assists the state party treasurer with fundraising and solicitation of contributions for the county and state parties. The county finance director is elected per state party rules by the county party executive committee in a meeting no more than 30 days following the county convention. This position is not required.

Executive Committee Persons

The county executive committee persons (one man and one woman, or someone of a different gender identity) are the liaison between the county and the state democratic party. It represents the county party on the state democratic executive committee. This committee persons transmit the thoughts of the county party on matters concerning the county and state parties. The state executive committee adopts the procedures and policies of the South Carolina Democratic Party and sees that its directions are followed.

Alternate Executive Committeeperson(s)

Each County Party may elect two alternate executive committeeperson(s) to represent the county on the state executive committee when the executive committee persons cannot attend the meeting. Should one of the executive committee persons be unable to fill office duties due to resignation, death, or disability, the alternate executive committee person of that gender assumes the office.