

# **SCCDCC EXECUTIVE BOARD DUTIES AND RESPONSIBILITIES ACT**

## **I. Name, Purpose, and Scope**

I.A. The name of this Act shall be the SCCDCC Executive Board Duties and Responsibilities Act.

I.B. The purpose of this Act shall be to define the duties, responsibilities, and powers of the Executive Officers of the SCCDCC.

I.C. This Act shall supplement the broad guidelines provided by the SCCDCC Bylaws in regards to the Executive Officers of the SCCDCC; and shall regulate said Executive Officers under the SCCDCC Bylaws.

## **II. Duties, Responsibilities, and Powers**

The duties, responsibilities, and powers of the Executive Officers shall be as follows:

### **II.A. County Chair**

II.A.1. To supervise the other Executive Officers of the SCCDCC to ensure job performance;

II.A.2 To delegate and assign duties and responsibilities in accordance with this Act;

II.A.3. To mediate and settle disputes among other Executive Officers regarding duties, powers, and areas of responsibility;

II.A.4. To regularly evaluate the other Executive Officers and make recommendations on performance accordingly;

II.A.5. To carry out the duly enacted policies of the SCCDCC;

II.A.6. To ensure that all diverse operations of the SCCDCC are functioning together toward the stated goals of the SCCDCC; and

II.A.7. To be the media spokesperson for the SCCDCC.

### **II.B. Vice Chair**

II.B.1. To regularly evaluate the performance of the SCCDCC staff, including the Executive Director, and to report such evaluations to the Executive Board with recommendations;

II.B.2. To assist the County Chair in the performance of duties;

II.B.3. To regularly evaluate the attendance of each elected member of the SCCDCC and to report such evaluations to the Executive Board with recommendations;

II.B.4. To promote staff development for the SCCDCC; and

II.B.5. To conduct an orientation session in the first quarter of each term of office, at which incoming officers, staff and other attendees shall formulate plans for the new term and become more familiar with SCCDCC organizations, policies, goals and objectives.

#### II.C. Secretary

II.C.1. To record and maintain an up-to-date archive of the SCCDCC Bylaws, duly enacted legislation, rules of procedure, and minutes of monthly meetings;

II.C.2. To make recommendations on proposed legislation with regard to style, syntax, and uniformity to other enacted legislation; and

II.C.3. To maintain a consistent and uniform edition of all current SCCDCC Acts with an indexed format, and to provide copies of same upon request of the SCCDCC membership.

#### II.D. Treasurer

II.D.1. To serve as controller of the SCCDCC funds;

II.D.2. To provide the Director of Finance and the Budget Committee with accurate estimates of various overhead costs; and

II.D.3. To make regular reports on the status of all SCCDCC accounts;

II.D.4. To coordinate the purchase, use and maintenance of equipment, supplies, etc., as directed by the County Chair and/or the Executive Board.

#### II.E. Director of Voter Registration and Community Services

II.E.1. To promote community involvement and participation in the Democratic Party and Democrats, in general;

II.E.2. To make arrangements for Special Projects and Events, including hospitality requirements for the SCCDCC; and

II.E.3. To coordinate voter registration, informational tabling and GOTV.

#### II.F. Director of Finance

II.F.1. To promote fundraising for the SCCDCC through the Finance Committee and by other means; and

II.F.2. To serve as chief fiscal officer of the SCCDCC and to make fiscal recommendations regarding expenditures, allocations, fundraising, and custodianship of funds.

#### II.G. Director for Clubs

- II.G.1. To serve as primary liaison between the SCCDCC and Democratic clubs and affinity groups;
- II.G.2 To promote activism within constituent groups;
- II.G.3.To recommend the accreditation or reaccreditation of Democratic clubs which have satisfied given requirements;
- II.G.4. To evaluate and make recommendations regarding SCCDCC affiliation with affinity groups;
- II.G.5. To promote issue awareness on the SCCDCC in regard to club and affinity group activities; and
- II.G.6. To provide for a Speakers Bureau of involved Democrats, to provide and promote Voter Education, and to promote the Democratic Party among clubs, affinity groups, and in the general community.

#### II.H. Director of Campaign Services

- II.H.1. To promote the goals and activities of the United Democratic Campaign (UDC);
- II.H.2. To encourage the involvement of SCCDCC members in the UDC and other Party activities;
- II.H.3. To promote the establishment and maintenance of an on-going network of Democratic volunteers;
- II.H.4. To provide for the establishment of a campaign clearinghouse; and
- II.H.5. To provide authorized campaign services to endorsed candidates.

#### II.I. Director of Candidate Recruitment and Endorsements

- II.I.1. To coordinate the recruitment of Democratic candidates for all elective offices in Santa Clara County;
- II.I.2. To coordinate the appointment of Democrats to Boards and Commissions; and
- II.I.3. To organize, chair and coordinate the Endorsement Committee and assist thereon.

#### II.J. Director of Issues

- II.J.1. To encourage discussion, participation and activities in relation to the Party platform and other Democratic issues; and
- II.J.2. To organize and coordinate the appropriate drafting and timely introduction of proposed resolutions.

#### II.K. Director of Communications

- II.K.1. To provide for mechanisms of internal communication among members of the Central Committee;
- II.K.2. To coordinate communication with the public through a newsletter or other appropriate mechanisms; and
- II.K.3. To maintain the County Party internet presence and database systems.

#### II.L. Director of Gender Equity and the Status of Women

- II.L.1. To conceive and direct SCCDP initiatives to improve the status of women in Santa Clara County and to achieve equal representation by women in elected office in Santa Clara County;
- II.L.2. To report quarterly on the current status of women in Santa Clara County; and
- II.L.3. To lead the compilation and publication of an annual report of the current number and percentage of women in elected office in Santa Clara County and post the report on the Party website and in electronic communication to all members.

### **III. Enablement**

- III.A. Each officer shall perform his or her duties as prescribed, through appropriate activity, delegation, or as prescribed by additional legislation.
- III.B. Except where otherwise provided, each officer is expected to report their relevant activities to the full SCCDCC on a monthly basis.

Drafted and sponsored by Roger Wert, 4 April 1991.

Approved (with amendments accepted by the sponsor) by the Executive Board, 8 April 1991.

Approved (with one amendment) by the Santa Clara County Democratic Central Committee, 2 May 1991.

Amended by the Santa Clara County Democratic Central Committee, 3 August 1995.

Amended by SCCDCC to restructure the directorships, 3 April 1997

Amended by the Santa Clara County Democratic Central Committee, 4 April 2002.

Amended by SCCDCC to add Regional Director as a voting member of the Executive Board and add Director of Communications as a new Director. Adopted 3 February 2005

Amended by SCCDCC on 4 June 2009

Amended by SCCDCC on 5 May 2011

Amended by SCCDCC on 4 Dec 2014