



Thank you for your interest in the Forsyth County Democratic Party board officers. The board positions are **VOLUNTEER** positions that do not receive financial compensation for the time invested. While voluntary, they are still extremely important for providing overall party leadership and support for the work of the party to connect with voters and get Democratic candidates elected to office.

Though you might think that extensive party experience is important for these positions, that is not necessarily the case. If you have experience building organizations in general – be that in business, the not-for-profit sector, the military, etc. - then there are plenty of people who can assist you with navigating the obstacles that are sometimes presented by political party organizations.

It's also important to remember that it's not necessary for you to do everything associated with each office. You should think of yourself as responsible for a division of the organization, and for the recruiting, planning and execution necessary to bring the responsibilities of that division to fruition.

For example, the third vice chair position could be thought of as the “brand manager” for the party – what is our message, where should we communicate that message, how should we communicate that message. It's not necessary for you to make every social media post, paint every homemade sign, or design every flyer; but it IS up to you to motivate and encourage others to do those tasks.

Likewise, the second vice chair does not need to know everything about campaigning or organizing, or be the presenter for every training. But they should be aware of what training our volunteers need, and what training resources are available, and then be able to organize and present those trainings to party members.

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## Chair (from the Plan of Organization)

The County Party Chair is the local leader of the County Party and oversees the management of the entire board of officers.

Specific duties for the Chair outlined in the Plan of Organization include:

1. Preside at county executive committee meetings and county conventions
2. Draft, in consultation with the county executive committee, a strategic plan outlining reasonable political goals for the county
3. Execute the strategic plan approved by the county executive committee
4. In consultation with the elected officers, appoint a Treasurer

5. Appoint an acting precinct chair for up to thirty (30) days – for any precinct that remains unorganized after the second scheduled precinct meeting – for the purpose of organizing the precinct in accordance with this Plan of Organization. If the precinct is a significantly ethnic precinct, the County Chair shall appoint the acting precinct chair upon the recommendation of the county caucuses representing those ethnic groups or the state caucuses representing those ethnic groups if there is no duly organized county level caucus
6. Appoint an acting precinct chair for any newly created precinct for the purpose of that precinct in accordance with this Plan of Organization. If the precinct is a significantly ethnic precinct, the County Chair shall appoint the acting precinct chair upon the recommendation of the county caucuses representing those ethnic groups or the state caucuses representing those ethnic groups if there is no duly organized county level caucus(es)
7. Designate the date and time, consistent with the parameters set by the state chair, at which precinct meetings will be held
8. Designate the exact time and place, consistent with the date set by the state chair, at which the county convention is to be held, providing said designation to be given to the precinct chairs at least thirty (30) days prior to said county convention
9. Appoint committees as may be required to assist in the execution of these duties
10. Encourage and facilitate establishment and continuity of county chapters of state affiliated organizations
11. Attend meetings of the district and state executive committees
12. Serve as the spokesperson for the county executive committee
13. Serve as the liaison between the county executive committee and the district executive committee, the state party officers, and the state executive committee
14. Represent the county executive committee at party and non-party meetings and functions
15. Appoint a county party attorney, to serve at the Chair's pleasure
16. Carry out other duties as may be assigned by this Plan of Organization or by the county or state executive committees
17. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

In practice, the Chair would

- Focus primarily on building the organization and creating institutional knowledge that can be passed on
- Serve as the “face of the party” to the media, at fundraising events and in spaces where party representation is needed or advantageous
- Provide leadership for the rest of the board and convey the local party's vision and mission to all party members
- Develop and maintain a positive relationship with the Forsyth County Board of Elections - One of the most important duties of the county chair is designing and implementing a biennial recruitment process for precinct chief judges and judges, as well as for Board of Elections members

Ideal skillset

- Working knowledge of technology is helpful - Votebuilder, Minivan, Mobilize, Zoom

- Extensive knowledge of party by-laws and good working knowledge of Robert's Rules of Order is essential; well-run meetings are important
- Ease with public speaking
- Effective leader, coalition-builder and delegator of tasks

#### Approach

- Patient
- Unambitious – if you want to serve as chair in order to further your own ambitions, you should do something else
- Able to receive criticism without becoming sidelined by it
- Committed to building the organization for the sake of the organization and not for any one faction or candidate.

Time commitment – average of 25+hours/week at first, then less. Obviously, your responsibilities will increase during the run-up to the election, so you will need to plan accordingly. The trick is to build the machine. Once it's running nicely, you just have to make sure there's enough fuel and the gears are lubricated.

## First Vice Chair (from the Plan of Organization)

The County Party First Vice-Chair has a primary responsibility of helping to organize precincts within the county. County Party and oversees the management of the entire board of officers.

Specific duties for the First Vice-Chair outlined in the Plan of Organization include:

1. Preside at county executive committee meetings and county conventions in the absence of the chair
2. Plan and organize county executive committee meetings and county conventions
3. Notify precinct chairs as to the number of votes that each precinct is entitled to cast at the county executive committee and the county convention
4. Serve as the coordinator for all precinct and party organizing efforts within the county, in consultation with the other officers and consistent with the strategic plan approved by the county executive committee. In significantly ethnic precincts, consult with and seek the recommendation of acting precinct chairs from the county caucuses representing those ethnic groups or the state caucuses representing those ethnic groups if there is no duly organized county level caucus(es)
5. Attend meetings of the district executive committee
6. Carry out other duties as may be assigned by the county executive committee
7. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

In practice, the First Vice-Chair would

- Focus on getting unorganized precincts officially organized by doing outreach to precinct members, assisting them in setting up meetings and shepherding them through the organizing process
- Support barely organized precincts to become more solidly organized and active, sharing best practices from “thriving” precincts
- Work with Second Vice-Chair to determine training needs for precinct leaders and precinct members, particularly in doing basic voter outreach (canvassing, phone banking, etc.)
- Communicate regularly with precinct leadership

Subcommittees that could be formed

- Precinct cluster leadership team
- Precinct organizing assistants

Ideal skillset

- Technology – Votebuilder, MiniVan, Mobilize, Zoom
- Previous precinct organizing experience – 1<sup>st</sup> vice chair is the one position in the party where past party experience is fairly essential

Approach

- Organized
- Good interpersonal skills
- Encouraging

Time commitment – average of 3-4 hours/week

## Second Vice Chair (from the Plan of Organization)

The County Party Second Vice-Chair has primary responsibility for training for precincts and party members in support of the work of the local party.

Specific duties for the Second Vice-Chair outlined in the *Plan of Organization* include:

1. Plan and organize training sessions for county executive committee members and other interested active Democrats
2. Carry out other duties as may be assigned by the county executive committee
3. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

In practice, the Second Vice-Chair would

- Identify training needs in conjunction with First Vice-Chair and oversee design and implementation
- Oversee development of educational presentations for party members, as needed
  - Examples: Civics 101 series, American Rescue Plan
- Oversee new volunteer intake and help get volunteers plugged into opportunities
- Make sure that volunteer opportunities are listed on Mobilize
- Assist other officers with any event creation on Mobilize

Subcommittees that could be formed

- Volunteer committee – to do outreach and manage process on volunteer onboarding
- Training committee – to assist with design as well as implementation

Ideal skillset

- Technology – Votebuilder, MiniVan, Mobilize, Zoom, PowerPoint (or another slide-creation software)
- Training program development and delivery
- Knowledge of current campaign techniques and training resources available

Approach

- Collaborative
- Helpful
- Organized

Time commitment – average of 3-4 hours/week

## Third Vice Chair (from the Plan of Organization)

The County Party Third Vice-Chair has primary responsibility for communications to precincts and party members about the work of the party and any political issues/activities.

Specific duties for the Chair outlined in the Plan of Organization include:

1. Serve as the publicity chair for the county executive committee utilizing local newspapers, newsletters, etc. to illuminate policy issues and announce political activities and/or accomplishments to voters in the county
2. Carry out other duties as may be assigned by the county executive committee
3. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

In practice, the Third Vice-Chair would be responsible for

- Managing social media channels and groups, including Twitter, Instagram and Facebook
- Any press releases/advisories
- Sharing party news through emails or email newsletters
- Creating and sharing Mobilize events
- Setting up and executing text messaging campaigns, where appropriate
- Creating graphics for use in various mediums

Subcommittees that could be formed

- Content team to design party materials
- Social media team

Ideal skills

- Writing/communication
- Technology – VoteBuilder, Email platform (currently Constant Contact), Mobilize, social media backend management

Approach

- Good with words
- Time-sensitive, when quick response is needed
- Media savvy

Time commitment – average of 2-3 hours/week

## Secretary (from the Plan of Organization)

The County Party Secretary is primarily responsible for record keeping of the County Party and Executive Committee (board) meetings.

Specific duties for the Secretary outlined in the Plan of Organization include:

1. Keep and maintain in good order all records of the county executive committee
2. Issue all meeting notices in writing and consistent with the requirements of this Plan of Organization
3. Carry out other duties as may be assigned by the county executive committee
4. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

In practice, the Secretary would

- Take minutes at all board or party meetings
- Maintain county party executive committee contact database
- Send out email notifications about meeting dates and times
- Set up, administer and record Zoom meetings for the board and party
- Organize and maintain a library of past meeting minutes and agendas

Subcommittees that could be formed

- None

Ideal skills

- Votebuilder, Zoom, Email platform (currently Constant Contact)

Approach

- Attention to details
- Quick turnaround
- Reliable (attendance at meetings)

Time commitment – average of 2 hours/week

### Steps for applying for a board position:

If you would like to apply for any of these positions, please fill out the form at <https://forms.gle/aeVXyAdYLdxePvPv8>.

Once we have your information, we will share your candidacy with the delegates who will be casting votes at our county convention on April 22. You will also be asked to submit a brief synopsis of why you are running for office, which will also be distributed to the delegates.

Questions can be directed to the current Party Chair, Kevin Farmer, at [thefcdpchair@gmail.com](mailto:thefcdpchair@gmail.com).