



County Party Chair Job Description

Duties of the County Party Chair, per the County Party Rules:

- (a) serve as the Chief Executive Officer of the Party,
- (b) preside at all meetings of the Central and Executive Committees,
- (c) serve as an ex-officio member of all committees,
- (d) speak for the Party,
- (3) direct the Party's organization and activities,
- (f) carry out the mandates of the Central and Executive Committees,
- (g) with the approval of the Executive Committee, appoint an Director of Operations and such additional staff as deemed appropriate and for which there is budget approval,
- (h) name persons to Party committees and subcommittees as provided for in these bylaws,
- (i) with the approval of the Executive Committee, appoint taskforces needed to execute the Party's charge,
- (j) be the only person empowered to incur liabilities binding on the Party, except as otherwise provided for in these by-laws,
- (k) suspend Officers, Captains, Co-Captains, Finance Chairs and Precinct Committee People from their duties for cause specified for one 30 day period, and one additional 30 day period if necessary, pending their removal as provided elsewhere in these Rules,
- (l) be entitled to vote only to break a tie vote, and
- (m) otherwise discharge the duties incumbent upon the office and provided in the Rules and Regulations of the Colorado Democratic Party.

General tasks throughout your term:

- Carryout all duties as outlined in the Rules
- Prepare agendas with the other officers and CALs and chair all meetings.
- Oversee work of the Director of Operations
- Liaison between state party officials and county party officers
- Member of the state executive committee and state central committee
- Member of all county party committees
- Media Spokesperson
- Help find and support future candidates
- Assume other tasks, projects and responsibilities as necessary for your county or within the State Party.

Ideal Qualifications

- Able to manage, lead, and speak to large groups of people (groups/meetings may range in size from 3 people to 400 people on average)
- Experience responding to media inquiries
- Demonstrated leadership ability
- Excellent organizational skills including an ability to develop and implement short-term and long-term strategic plans
- Excellent management skills – ability to delegate to and empower others in order to create a sense of team and community.
- Strong organizational skills
- Accept and provide constructive criticism to build upon what works and solve what isn't working
- Patience and a sense of humor