



County Party Secretary Job Description

Duties:

- Take minutes at all Executive Committee and Central Committee Meetings
- Attend all meetings of the party officers, the Executive Committee, or the Central Committee.
- Be thoroughly familiar with the roles of all of the officers within the party, including the district and sub-district officers.
- Help maintain the master list of all Central Committee members, with assistance from the Director of Operations. Update voter file and email tools as changes are made.
- With assistance from the Assistant Secretary, serve as the Communications Officer of the party. This includes sending out press releases, meeting announcements, and notices of upcoming events; managing website, facebook and other social media
- Serve as an information resource for the party, elected officials, media, and the public regarding the processes within the party. This includes but is not limited to Central Committee Meetings, Caucuses, Assemblies, and Vacancy Committee elections.
- Serve on the Vacancy Committee of all districts that are wholly or partially in the County. For districts in which you do not live, you will be required to assign a district resident to cast your vote for you.
- Maintain an attendance record, per party rules, for Executive Committee meetings. Report violations of the attendance policy to the Chair for further action.
- File forms and reports with the State Party and with the Secretary of State when new officers of the county or a district within the county change, and when nominations are made at the County Assembly or District Assemblies, and following any Vacancy Committee elections.
- Be the Registered Agent for the Democratic Party of Denver on file with the Secretary of State.
- Have the authority, with approval of the Chair, to appoint the Assistant Secretary
- Serve as a Liaison to the Technology Committee

Ideal Qualifications:

- Ability to multi-task.
- Ability to work under pressure
- Ability to delegate
- Excellent communication skills to be utilized both in public, within the county party, and between the county and state party
- Demonstrated leadership ability
- Skilled in using Excel, VAN and other computer programs
- Skilled in social media
- Sense of humor is a must!