



Subdistrict Finance Chair Job Description

Duties:

- Be a functioning member of the DPoD Finance Committee that reviews all major County Party budgets, financial plans and actions, and makes recommendations on financial matters.
- attend all meetings of the Central, Executive, and Finance Committees, as well as House district meetings,
- keep accurate subdistrict financial records,
- use the forms, procedures, and instructions provided by the Treasurer.
- provide support to the Treasurer for compliance with state campaign finance laws, and
- be responsible for collection and reporting of monies raised at fundraising events within the district and subdistrict.
- Help with countywide fundraising events

Ideal Qualifications:

- A strong interest in the goals and objectives of DPoD and the House District organization;
- A desire to participate in local, House District party activities;
- Familiarity with financial record keeping;
- Good communications and organizational skills
- Detail oriented