



**Polk County Republican Party
Central Committee (PCRCC)
Job Description**

Job Title	Secretary
Type (Volunteer or Paid)	Volunteer
References (copied from)	Republican Party of Iowa – County Leadership Manual - 2009 http://www.polkgop.com/about/officers/

Major Purpose:

As a Republican leader, the Secretary's ultimate duty should always be WINNING elections. He or she shall work diligently to elect Republicans and to support elected Republican officials.

The Secretary is an official member of the Polk County County Executive Committee and Central Committee.

The Secretary (or his or her designee) is responsible for the official documents of the corporation such as articles of incorporation, constitution, corporate by-laws, and minutes of all board or committee meetings. He or she participates with other officers and executive board members in making county decisions as they arise.

He or she shall Chair or Co-Chair one or more committees deemed essential to the business of the Polk County Republican Party.

The Secretary, at the discretion of the Chairman, may be designated to oversee the execution of the following bylaws:

Section II -Membership and Term of Office, Section V – Vacancies

Duties:

- Participate as a member of the PCRCC, the Executive Committee, and the County Convention with the specific responsibility of keeping records of minutes and other pertinent information required by the Constitution or Bylaws of the Polk County Republican Party, and/or the Statutes of the State of Iowa.
- Develop expertise of applicable federal and state laws pertaining to the scheduling, recording and reporting of meetings and advise the Chair and Co-Chair on compliance requirements.
- Carry out key responsibilities in the PCRCC Key Responsibilities document.



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- Assist in keeping track of central committee members and relative information, additions and changes, as they arise before the committee.
- Assist in keeping track of the bylaws, additions and changes, as they arise before the committee. Collaborates with the Parliamentarian on identifying the appropriate process for managing potential changes to the Constitution and Bylaws.
- Assist in keeping track of executive members and relative information, additions and changes, as they arise before the committee. Verifies that the Executive Committee make up is consistent with the Constitution and Bylaws and advises the Chair and Co-Chair of potential problems.

Qualifications: (Skills, Knowledge, Education, Experiences:

- Must be appointed and approved according to the Bylaws of the Polk County Republican Central Committee.
- Must be detail-oriented and well organized.
- Must have working knowledge of taking minutes and keeping information
- Should have a strong record of personal morality and integrity.
- Should have personal skills to interact effectively with donors, elected officials, media correspondents, party volunteers and voters.

Approvals

	Chairman	Co-Chairman	Executive Committee	Central Committee
Signature	J. Bloom	W. Rogers	Majority	Majority
Date	8/25/09	8/25/09	8/13/09	8/25/09