



**Polk County Republican Party  
Central Committee (PCRCC)  
Key Responsibilities**

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

**Key Responsibilities:**

**Daily**

- Check your Email daily and respond appropriately to sustain the critical activities of the PCRCC.
- Respond promptly and cheerfully to inquiries from the public, PCRCC members and from Republican Party of Iowa Staff.
- Update PCRCC website, [www.polkgop.com](http://www.polkgop.com), or send detailed changes and updates to the webmaster.
- Raise money for the PCRCC. Continue to shift focus of all Republicans in Polk County to support the local party proportionally with the state or national GOP.

**Weekly**

- Make sure, by being one of the HQ volunteers him/herself, that volunteers have the right information for answering inquiries and are assigned meaningful, valuable, useful activities to do while at HQ.
- Assist the Chair with assessments of underperforming committee persons and the development of energetic competent replacements as necessary.
- Assist the Chair and Co-Chair to cultivate and recruit local candidates.
- Know the precinct committee persons and other county leaders.
- Follows the protocols of the Technology Committee to assure electronic preservation of important records.



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**Monthly**

- Support the Publicity/Communications Chair who has primary responsibility for notifications to members of monthly meetings of the PCRCC Central Committee.
- Support the Chair and Co-Chair by assisting in meeting preparations for the Executive Committee.
- Work with Recruitment/Volunteer Chair to staff and equip tables at festivals and gatherings of Polk County citizens throughout the year.
- Support the Treasurer and Budget/Finance Chair in their efforts to strengthen compliance and internal controls.
- Support the Chair and Co-Chair by researching designated issues.
- Support the Chair and Co-Chair in communicating the activities of the PCR's.
- Support the Chair and Co-Chair by helping them RAISE FUNDS.

**Quarterly**

- Act as historian for county party by documenting events and activities.

**Annually or Biennially (every 2 years)**

- Collaborate with the PRC in finding and securing adequate locations for the caucuses (a public place).
- Assist in keeping track of all caucus records and information and work with the county auditor in making sure all the correct information is given.

**As Required**

- Assist the Publicity/Communications Chair in offering information to press and public.