**Country Committee officer/management position descriptions**

**Bolded blue text** = minimum required for Country Committee (CC) to be in compliance

|  |  |  |
| --- | --- | --- |
|  | | |
| **Chair (DPCA Voting Member)** | | |
| **Local** | **Regional** | **Global** |
| Overall management of the Country Committee (CC) | Consult with Regional Vice Chair (RVC) as necessary | Consult with international ExCom as necessary |
| **Ensure that Democratic Party Charter & Bylaws, DPCA Charter and rules, local CC bylaws and rules, and FEC rules are followed** |  |  |
| Ensure that CC Treasurer and Secretary core work is being done |  |  |
| Serve as spokesperson for the CC, unless delegated to another |  | Work with global Communications team |
| Conduct regular meetings of the CC executive committee (ExCom) | Attend monthly regional WebEx meetingscalled by RVC | Attend or ensure that someone from CC leadership attends monthly global Town Halls |
| Organize regular email and other communication with members | Read and respond to emails sent on the regional leaders’ list serve | Read and respond to emails on the global Leadership list serve |
| Organize regular publicized meetings of the CC membership |  |  |
|  |  | **Ensure that accurate membership records are certified with the Int’l Secretary by February of each year** |
|  |  | **Ensure every year that current CC bylaws are in the DPCA files** |
| **Organize a CC annual general meeting (AGM) in the first half of each year** | Attend and vote at annual regional meeting, in person or by WebEx | **Regularly attend and vote at (usually annual) DPCA Global Meetings, in person or by WebEx, or proxy your vote** |
|  |  | **Ensure that CC AGM minutes are submitted to the International Secretary within 15 days following AGM** |
| **See that CC officer and ExCom elections are conducted in the first half of odd-numbered years by a neutral Nominations and Election Committee** |  | In CC election years, ensure that current contact info for all CC ExCom members is sent to the International Secretary within 15 days following AGM |
|  | Collaborate with others CCs and DA leaders in the region | Collaborate with other CCs and DA leaders across the world |
| Raise funds for CC and/or local chapter(s) |  | Help raise funds for the DPCA |
|  |  |  |
| **Vice Chair (DPCA Voting Member)** | | |
| **Local** | **Regional** | **Global** |
| Partner with the Chair to take on some of the responsibilities of the Chair | | |
| Be prepared to step in for the Chair if necessary | | |
|  | Attend and vote at annual regional meeting, in person or by WebEx | Attend and vote at annual DPCA Global Meeting, in person or by WebEx, or ensure that other CC leader carries your proxy |
|  |  |  |
| **Voting Representative(s), if applicable (DPCA Voting Member)** | | |
| **Local** | **Regional** | **Global** |
| Work with the CC Chair and CC ExCom to determine specific duties | | |
|  |  | Attend and vote at annual DPCA Global Meeting, in person or by WebEx, or proxy your vote |
|  |  |  |
| **Treasurer** |  |  |
| **Local** | **Regional** | **Global** |
| **Ensure that funds are properly raised and expended** | Provide the RVC with bank account details, if applicable, to ensure continuity |  |
| Keep accounts |  |  |
| Manage bank account if applicable |  |  |
| Pay applicable CC bills |  |  |
| Establish annual CC budget |  |  |
| Make annual financial report to CC leadership and membership |  |  |
| Make financial records available upon request for membership review |  |  |
|  |  |  |
| **Secretary** |  |  |
| **Local** | **Regional** | **Global** |
| Take and archive minutes of CC ExCom meetings and CC AGM |  | **Submit AGM minutes and list of elected officers with contact information to the International Secretary within 15 days of the AGM** |
| Maintain administrative files and records (responsible for CC membership; if CC doesn’t have a database manager, then see in that section below the tasks pertaining to managing CC membership) |  | **Submit yearly sign-off of membership numbers to the International Secretary** |
|  |  | **Report bylaws changes to the International Secretary and RVC, confirm bylaws with the Int’l Secretary each year** |
|  |  |  |
| **Counsel** |  |  |
| **Local** | **Regional** | **Global** |
| Be available for consultation by the CC ExCom on legal and procedural questions relating to the CC or its activities |  | Consult with International Counsel as necessary |
|  |  |  |
| **Unelected/appointed positions (can be combined; can be filled by CC excom officers)** | | |
|  |  |  |
| **Database Manager** |  |  |
| **Local** | **Regional** | **Global** |
| Take and pass required database management training and certification |  | Consult with global IT Team as necessary |
| Manage local DA membership database |  |  |
| Assist with annual membership verification |  |  |
| Review and approve new member requests; send welcome messages to new members |  |  |
|  |  |  |
| **Social Media Manager** |  |  |
| **Local** | **Regional** | **Global** |
| Regularly moderate and post to the CC's Facebook page and Twitter accounts |  | Work with global Communications/SM team |
| Ensure CC social media outlets adhere to global DA social media guidelines |  | Join and follow global SM Managers’ Facebook page (Democrats Abroad Social Media) |
|  |  |  |
| **Communications Manager** | | |
| **Local** | **Regional** | **Global** |
| Take and pass required website content management training and certification |  | Work with global Communications and IT teams |
| Maintain up-to-date CC home page on democratsabroad.org |  |  |
| Working with CC leaders, send email updates and notifications to members |  |  |
| Post local events on the CC home page/calendar |  |  |
| Serve as local Media Contact to provide information to local media and funnel press requests to the appropriate CC representative |  | Work with global Press Officer /Communications team |

**Acronyms Decoded**

AGM = Annual General Meeting

CC = Country Committee

DA = Democrats Abroad

DPCA = Democratic Party Committee Abroad (the official name of Democrats Abroad)  
ExCom = Executive Committee

FEC = Federal Election Commission

IT team = Technology team

RVC = Regional Vice Chair

SM = Social Media