



OFFICER & DUTIES & LEADERSHIP MANUAL

RP  **F**
REPUBLICAN PARTY OF FLORIDA

OUTWORK - OUTREGISTER - OUTRAISE

Republican Executive Committee Duties and Responsibilities of Chairman

- All Republican Executive Committee Officers serve two-year terms elected in December of even numbered years.
- RPOF Rule 6D. (1) provides the following role and responsibilities of the County Chairman:

(1) County Chairman

- (a) Act as the presiding officer at all meetings of the County Executive Committee and Executive Board of the County Executive Committee,
- (b) Comply with and uphold the State Party Constitution and Rules of Procedure,
- (c) Assist and cooperate with District Chairmen, the State Committeeman, the State Committeewoman and Party Field Directors in promoting seminars, caucuses, and fund-raising events, and
- (d) Fulfill such additional duties and responsibilities imposed by Florida Statutes, the State Party Constitution, the State Party Rules of Procedure and the County Model Constitution so long as it does not conflict with the State Party Constitution and/or State Party Rules of Procedure.

Hold and Conduct meetings of the county REC and Board

- Sets the date and time for board/REC meetings. (Exceptions noted in Model Constitution (MC), Article IV Section 1 or Article VII Section 3).
- Presides over REC and board meetings (MC, Article IV, Section 1).
- Responsible for the completion of tasks of other officers.
- Oversees and is responsible for all aspects of Party business.
- Acts as ex-officio member of all standing committees.
- Elected to a two-year term.
- Prepares agenda for county board and REC meetings.

Understand and obey election laws

- Responsible for timely filing of all reports and paperwork to the RPOF and Supervisor of Elections (MC, Article VII, Sections 9 and 11).
- Shall appoint an audit committee of six, five of whom shall be appointed based on the recommendation of the County Executive Committee's Vice Chairman, Secretary, Treasurer, State Committeeman and State Committeewoman (MC, Art. VII, Sect. 8).

The chairman and treasurer of a County Executive Committee shall be accountable for the funds of such committee and jointly liable for their proper expenditure for authorized purposes only. All financial transactions may be reviewed by the County Executive Committee's audit committee regularly. The treasurer of the County Executive Committee shall maintain accurate records evidencing receipt and disbursement of all party funds received by the party, and such records shall be audited at the end of each calendar year and a copy of such audit filed with the supervisor of elections and the State Executive Committee prior to April 1st of the ensuing year. When filed with the supervisor of elections, copies of such audit shall become public documents.

The Audit Committee shall consist of six members of the County Executive Committee, five of whom shall be appointed based on the recommendation of, respectively, the County Executive Committee's Vice Chairman, Secretary, Treasurer, State Committeewoman and State Committeeman. The Chairman of the County Executive Committee shall appoint as members of the Audit Committee the persons recommended as described in this Rule. The Audit Committee shall elect its own Chairman. In counties with less than 20 Republican Executive Committee members, there shall be a minimum of three members who shall be appointed based on the recommendation of the County Executive Committee's Chairman, the State Committeewoman and State Committeeman.

After the annual audit has been completed, the Audit Committee shall provide a report on the results of the annual audit to the Executive Board of the County Executive Committee, along with any recommendations of the Audit Committee concerning the annual audit. The Audit Committee shall have the authority to inspect and audit, but not to change, destroy, deface, copy or any other form of digital duplication, or remove any of the financial records of the County Executive Committee. The term of the Audit Committee members shall expire with that of the two-year terms of the Officers of the County Executive Committee.

By accepting an appointment to the Audit Committee of the County Executive Committee, the committee members agree not to disclose any of the financial records of the County Executive Committee, except to the Executive Board of the County Executive Committee, or as otherwise required by law.

Develop and implement the grassroots plan for Campaign

- **Responsible for Communication (Internal and External)**
 - Minutes
 - Newsletters
 - Correspondence with candidates and other Party officials
 - Email network
 - Act as official spokesman for the County Party
- **Finance Plan**
 - Responsible for developing budget.
 - Responsible for raising money to meet the budget.
- **Political Plan**
 - Responsible for developing and implementing a get-out-the-vote (GOTV) campaign, including but not limited to vote-by-mail and early voting.
 - Responsible for developing and implementing a door-to-door campaign.
 - Responsible for developing and implementing a poll watching and poll worker program.
 - Responsible for developing and implementing telephone bank and/or text bank.
- **Membership**
 - Responsible for increasing Republican voter registration within the county.
 - Responsible for increasing membership on the REC.
 - Responsible for creating goodwill between the REC and the community and other Republican organizations.

Other Responsibilities of Chairman

- Serves as a member of the State Executive Committee.
- Serves as a member of respective Congressional Caucus.
- Serves as the official spokesman of the REC at social and fund-raising events.
- Ensure that following documents are filed in a timely manner.

Required Documents Checklist

Date Filed

Document

Name and addresses of officers and members
(Update in system provided by RPOF).

Loyalty Oaths of all members
(E-Mail in Loyalty Oaths as new members get
elected to R.E.C.)

Locally adopted by-laws
(E-Mail in any changes to your By-laws).

Finance Reports (Cover sheet)

Audit Report

Meeting Minutes

**Attendance Records/
Excused Absences**

**Loyalty Oaths
New Members**

_____ December
 _____ January
 _____ February
 _____ March
 _____ April
 _____ May
 _____ June
 _____ July
 _____ August
 _____ September
 _____ October
 _____ November
 _____ December

Republican Executive Committee Duties and Responsibilities of Vice Chairman

- RPOF Rule 6D. (2) provides the following role and responsibilities of the County Vice Chairman:

(2) County Vice Chairman

(a) Act as the presiding officer at meetings of the County Executive Committee and Executive Board of the County Executive Committee in the absence of the County Chairman,

(b) In the event the County Chairman is no longer able to perform his/her duties, either through death, disability, or through resignation, the County Vice Chairman shall temporarily assume the duties of the County Chairman. An election shall be called by the County Vice Chairman for the purpose of electing a new County Chairman and said election shall be held within sixty days of the date the vacancy occurs, and

(c) Fulfill such additional duties and responsibilities imposed by Florida Statutes, the State Party Constitution, the State Party Rules of Procedure and the County Model Constitution so long as it does not conflict with the State Party Constitution and/or State Party Rules of Procedure.

- Presides over R.E.C. meetings in the absence of the Chairman.
- Assists the Chairman in special projects directed by the Chairman, including fundraising, events, or other activities.
- This position has the most flexibility. Some possible duties for the vice chairman can include but are not limited to:
 - Public Relations Chairman,
 - Membership Chairman,
 - Program Director,
 - Fund-Raising Chairman.

Republican Executive Committee **Duties and Responsibilities of Secretary**

- RPOF Rule 6D.(3) provides the following role and responsibilities of the County Secretary:

(3) County Secretary

(a) Record accurate minutes of the County Executive Committee meetings and County Executive Board meetings. Minutes shall include as an attachment a Treasurer's report or note if not available. Minutes shall include a record of the quorum for the meeting as well as results of all votes including tallies when counted,

(b) Provide copies of minutes to County Executive Committee members of any regular or special meeting and copies of the minutes of any County Executive Board meetings, along with any other required documents, to County Executive Board members,

(c) Conduct County Executive Committee meetings in the absence of the County Chairman and County Vice Chairman,

(d) Furnish a copy of the minutes, along with a report showing the record, by name of attendance of the meeting and any action taken by the committee to excuse the absences of its membership. Copies of this paperwork are to be mailed to the state executive committee within 30 days following each regular or special meeting,

(e) Furnish a copy of the Republican Party of Florida Loyalty Oath for all newly-elected County Executive Committee members,

(f) Record names of those elected or appointed and any member making a report with subject,

(g) Documents that shall be provided by the County Secretary to the Republican Party of Florida within 30 days of the regular or special meeting (420 East Jefferson Street, Tallahassee, Florida 32301) include:

- (1) RPOF Loyalty Oaths,
- (2) Monthly Minutes, by name, showing any action by the committee to excuse those who were absent,
- (3) Attendance reports,
- (4) Change in officers or contact information for officers, and
- (5) Current membership roster with addresses, phone numbers, and email addresses,

(h) Documents that shall be provided by the County Secretary to the Supervisor of Elections include:

- (1) Candidate Oaths,
- (2) Change in officers or their contact information,

(3) Current membership roster, and

(i) Fulfill such additional duties and responsibilities imposed by Florida Statutes, the State Party Constitution, the State Party Rules of Procedure and the County Model Constitution so long as it does not conflict with the State Party Constitution and/or State Party Rules of Procedure.

- Records accurate minutes of any regular or special executive committee meeting.
- Provides copies of minutes to membership at any regular or special meeting.
- Conducts Executive Committee meetings in the absence of the Chairman and Vice Chairman.
- Furnishes a copy of such minutes, along with a report showing the record, by name of attendance of the meeting and any such action taken by the committee to excuse the absences of its membership. Copies of this paperwork is to be mailed to the state executive committee within 30 days following each regular or special meeting (Model Constitution, Article VII, Section 9).
- Furnishes a copy of the Republican Party of Florida Loyalty Oath for all newly elected committee members (Model Constitution, Article III, Section 6).
- Furnishes a copy of candidate's oath to the Supervisor of Elections. (Per F.S. 99.021).

Documents to be Provided to the Republican Party of Florida

1. RPOF Loyalty Oaths
2. Monthly Minutes, by name, showing any action by the committee to excuse those who were absent
3. Attendance reports
4. Change in officers or contact information for officers
5. Current membership roster with up-to-date mailing addresses, phone numbers, and email addresses

Documents to be Provided to the Supervisor of Elections

1. Candidate Oaths
2. Change in officers or their contact information
3. Current membership roster

RPOF Address:

Republican Party of Florida
420 East Jefferson Street
Tallahassee, FL 32301

***The above paperwork is to be submitted within 30 days of the regular or special meeting.**

Required Documents Checklist

Meeting Minutes	Attendance Records/ Excused Absences	Loyalty Oaths New
December _____	_____	_____
January _____	_____	_____
February _____	_____	_____
March _____	_____	_____
April _____	_____	_____
May _____	_____	_____
June _____	_____	_____
July _____	_____	_____
August _____	_____	_____
September _____	_____	_____
October _____	_____	_____
November _____	_____	_____
December _____	_____	_____

Republican Executive Committee Duties and Responsibilities of Treasurer

- RPOF Rule 6D.(4) provides the following role and responsibilities of the County Secretary:
 - (4) County Treasurer
 - (a) Conduct County Executive Committee meetings in the absence of the County Chairman, County Vice Chairman, and County Secretary,
 - (b) Maintain adequate records showing receipt and expenses of all Party funds. Records shall be publicly audited at the end of the calendar year and a copy of the audit filed with the Supervisor of Elections and the Republican Party of Florida prior to April 1 of the following year. No less than three committee members shall be appointed by the County Executive Committee to complete the audit,
 - (c) Administer the County Party checking/money market account(s) and balance such account(s) in a timely manner,
 - (d) Supply a report of activity on a monthly basis to the County Executive Board, County Executive Committee, and the Republican Party of Florida,
 - (e) Prepare quarterly financial reports on a timely basis. Provide copies to both the Supervisor of Elections and the State Executive Committee. (Note: During an election year, additional reports are required. Please check with your Supervisor of Elections for more information), and
 - (f) Fulfill such additional duties and responsibilities imposed by Florida Statutes, the State Party Constitution, the State Party Rules of Procedure and the County Model Constitution so long as it does not conflict with the State Party Constitution and/or State Party Rules of Procedure.
- Conducts Executive Committee meetings in the absence of the Chairman, Vice Chairman, and Secretary.
- The Treasurer must maintain adequate records showing receipt and expenses of all Party funds.
- The Treasurer administers the county Party bank account(s) and balances such account(s) in a timely manner.
- The Treasurer shall supply a report of such activity monthly to the county executive committee and the Republican Party of Florida.
- Prepares financial reports on a timely basis. Provides copies to both the Supervisor of Elections and the State Executive Committee.

Duties and Responsibilities of State Committeeman and State Committeewoman

State Committeemen and State Committeewomen from each county are the vital link between the State Executive Committee and the County Executive Committees. They are elected countywide during the 1st primary of a presidential election year and unlike the Executive officers, serve a four-year term. Committee members meet at least once per year at the annual meeting of the State Executive Committee. Their responsibilities include but are not limited to:

- Act as a liaison between the State Executive Committee and the County Executive Committee.
- Elect a Congressional District Chairman who is entitled to vote on the State Executive Board.
- Serve as at-large members of the County Executive Committee.
- Assist in creating and implementing voter registration drives throughout the county.
- Bring to attention of the State Party, activities within the county that may be harmful to the Party.
- Assist and cooperate with district chairmen, county chairmen, and state party staff in promoting seminars, caucuses, fundraisers and other events.
- Share all correspondence, newsletters, information bulletins, etc., directed to them with officers and members of the county executive committee.
- Keep abreast and report to the state Party on the Republican activity at the county level.
- Help establish programs and policies for the Republican Party of Florida.
- May act a spokesperson for the REC if there is a unified message agreed upon by the county REC and/or the RPOF.