



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

Job Title	Co-Chair
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 Co-Chair's ultimate duty should always be WINNING elections. He or she shall work diligently to elect Republicans and to support elected Republican officials.

The Co-Chair is an official member of the Polk County Executive Committee and Central Committee.

The Co-Chair, with the advice and consent of the the County Executive Committee, shall assist the Chair in the general supervision of the affairs of the Party within the County. At the request of the Chair, he or she shall preside at all the meetings of the County Executive Committee and County Central Committee.

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

Duties:

- Represent the Polk County Republican Party and assist the Chair in supervising officers and others serving the PCRCC. Represent the PCRCC at the city, county, state, and national level.
- At the request of the Chair, organize and lead the meetings of the PCRCC, the Executive Committee, and other subcommittees as needed. Collaborate with the Chair on all appointments.
- Collaborate with the Chair to assure compliance with all federal and states laws.
- Collaborate with the Chair to carry out key responsibilities as outlined in the PCRCC Key Responsibilities document.
- Collaborate with the Chair to implement and sustain an aggressive fundraising program to support the mission and goals of the PCRCC and the Polk County Republican candidates.



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- Collaborate with the Chair to implement and sustain a comprehensive communications effort to clearly and effectively communicate the mission and goals of the PCRCC to the members of the party and the general public. Assure that a media spokesperson is appointed and adequately briefed to manage all media inquiries and public statements.
- Collaborate with the Chair to implement and sustain a viable volunteer network throughout the county.
- **Qualifications: (Skills, Knowledge, Education, Experiences:**
 - Must be elected according to the Bylaws of the Polk County Republican Central Committee
 - Should have a demonstrated track record of successful leadership.
 - 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.
 - Should be able and willing to master political processes, especially laws and regulations affecting county political party activities.
 - Should be able and willing to study political issues and be able to speak competently about Republican ideals, policies and positions.
 - Should be a Central Committee member and a resident of Polk County

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