



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

<b>Job Title</b>	<b>House District Director</b>
<b>Type (Volunteer or Paid)</b>	Volunteer
<b>References (copied from)</b>	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.

**Weekly**

- Arrange for the Precinct Committeepersons and Neighborhood Activists to have meaningful, valuable, useful activities to do while in their areas of responsibility.
- Look at [www.polkgop.com](http://www.polkgop.com) at least once a week.
- Cultivate and recruit local candidates from the district.
- Know the precinct committee persons and other district leaders.

**Monthly**

- Participate in monthly meetings of the PCRCC Central Committee and/or Executive Committee. Be prepared to speak to the situation in your district.
- Work with Recruitment/Volunteer Chair to support parades, festivals and gatherings in your house district.
- Research issues, particularly those directly affecting your district that may merit an organized response from activists in your area.
- Publicize Republican events in your district; make sure the voters know of the existence of your Republican organization.
- RAISE FUNDS for county programs.

**Quarterly**



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- Send a welcome/information letter to each newly registered Republican in your HD.
- Get acquainted with officeholders and candidates in your district, in order to promote accomplishments and programs.

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

- Be familiar with your county (both geographically and demographically). Analyze your district every two years. Determine where you are, where it is you want to be, and how you plan to get there.
- Organize precinct caucuses for your district.
- Assure a full slate of Republican candidates through recruitment at the local and legislative district level.
- Support candidate campaign committees. Cooperate and coordinate activities.
- Attend the Polk County Republicans biennial convention.
- Help to assure Republicans are doing their part to assure fair elections.
- Plan and conduct (with Executive Committee) annual PCRCC Convention. WIN ELECTIONS!

**As Required**

- Develop programs that are unique to the needs of your district and the passions of your activists. One good example would be the Urbandale Republican Minutemen program.