



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

Job Title	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 Chair's ultimate duty should always be WINNING elections. He or she shall work diligently to elect Republicans and to support elected Republican officials. In addition, the Chair speaks for the PCRCC. Every word and action by the Chair can be attributed to words or action by the Polk County Republican Party.

The Chair, with the advice and consent of the County Executive Committee, shall have general supervision of the affairs of the Party within the County. The Chair is primarily responsible for the development and execution of a Policies and Procedures Manual.

He or she shall conduct regular precinct caucuses and county conventions, as provided by the Code of Iowa, shall preside at all the meetings of the County Executive Committee and County Central Committee. He or she shall appoint a Budget/Finance Chair, a Recruitment/Volunteer Chair, a Publicity/Communications Chair, a Campaign Chair and any other Committees deemed necessary to conduct the business of the Polk County Republican Party.

Duties:

- Represent the Polk County Republican Party and supervise the officers and others serving the PCRCC. Represent the PCRCC at the city, county, state, and national level.
- Organize and lead the meetings of the PCRCC, the Executive Committee, and other subcommittees as needed. Collaborate with the Co-Chair on all appointments.
- Collaborate with the Co-Chair to assure compliance with all federal and states laws.
- Collaborate with the Co-Chair to carry out key responsibilities as outlined in the PCRCC Key Responsibilities document.
- Collaborate with the Co-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 Co-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 Co-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