



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

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/

Key Responsibilities:

Daily

- Check your Email daily and respond appropriately to sustain the critical activities of the PCRCC.
- Respond promptly and cheerfully to inquiries from the public, PCRCC members and from Republican Party of Iowa Staff.
- Update PCRCC website, www.polkgop.com, or send detailed changes and updates to the webmaster.
- Raise money for the PCRCC. Continue to shift focus of all Republicans in Polk County to support the local party proportionally with the state or national GOP.

Weekly

- Arrange for the HQ to be manned regularly, by working with an appointed coordinator. Make sure, by being one of the HQ volunteers him/herself, that volunteers have the right information for answering inquiries and are assigned meaningful, valuable, useful activities to do while at HQ.
- You are expected to look at www.polkgop.com at least once a week.
- Build Party files and maintain lists
- Cultivate and recruit local candidates.
- Know the precinct committee persons and other county leaders.

Monthly

- Plan and conduct monthly meetings of the PCRCC Central Committee and/or Executive Committee.
- Work with Recruitment/Volunteer Chair to staff and equip tables at festivals and gatherings of Polk County citizens throughout the year.



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- Verify that Treasurer and Budget/Finance Chair Action Plan is progressing to strengthen compliance and internal controls.
- Research issues, particularly those directly affecting your county.
- Write letters to editors of local newspapers. Write opinion columns if longer commentary on local issues is appropriate.
- Publicize Republican events in your county; make sure the voters know of the existence of your Republican organization.
- RAISE FUNDS through both county and statewide programs.

Quarterly

- Attend meetings of the 3rd Congressional District and the Republican Party of Iowa when requested.
- Attend some of the meetings of the House District Directors in Polk County. Try to attend a meeting of each District at least once a quarter.
- Send a welcome/information letter to each newly registered Republican in Polk County.
- Get acquainted with officeholders and candidates in order to promote accomplishments and programs.

Annually or Biennially (every 2 years)

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

As Required

- Attend meetings of the 3rd Congressional District Executive Committee as needed.
- Support the PCRCC member of the Board of Elections by attending BOE meetings.



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- Make sure the Treasurer, especially, is well-trained on national, state, and county compliance with election laws and stays on top of this job. .