



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

Job Title	House District Director
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 House District Director's (HDD) ultimate duty should always be WINNING elections. He or she shall work diligently to elect Republicans and to support elected Republican officials.

The HDD is an official member of the Polk County Executive Committee and Central Committee. As a member of the Executive Committee, they participate in the development of strategies at a county level.

The HDD is responsible for building and maintaining a strong Republican Party organization in his or her Iowa House District. The HDD collaborates with every Officer and Committee Chair to implement county level strategies in their geographic area of responsibility.

He or she may develop unique strategies in situations where the county level strategy does not address key challenges or opportunities for his or her house district. Usually these situations will arise due to resource constraints at the county level. The HDD should NEVER develop strategies that oppose or contradict county level strategies.

Most importantly, the HDD's #1 customer is their elected members of the Iowa Legislature and/or their nominated candidate for the Iowa Legislature. ..

Duties:

- Represent the PCRCC at the Iowa House District (HD) level.
- Organize and lead the meetings of the HD Precinct Committee persons and HD Neighborhood Activists. Collaborate with the Recruitment Volunteer Chair on all appointments.
- Collaborate with the Chair and Co-Chair to assure compliance with all city ordinances associated with their HD.



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- Carry out key responsibilities as outlined in the PCRCC Key Responsibilities document.
- Support fundraising programs developed by the Fundraising Committee Chair.
- Support communications programs developed by the Publicity/Communications Committee Chair.
- Support candidate recruitment programs developed by the Campaign Committee Chair.
- Support the programs developed by the Caucus to Convention Committee Chair, especially the activities executed at a precinct or district level.
- Support the Republican candidates for the Iowa House and Iowa Senate as the highest priority during the election cycle.
- Implement and sustain a viable volunteer network throughout the district.

Qualifications: (Skills, Knowledge, Education, Experiences:

- Must be appointed and approved 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 to speak competently about Republican ideals.
- 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	11/24/09	11/24/09	11/12/09	11/24/09