

SOUTH CAROLINA STONEWALL DEMOCRATS

Officer Descriptions

The officers of the Organization shall be President, Vice-President, Secretary, Treasurer, Membership Chair, Action Team Chair, and Legislative Chair.

The officers shall be elected to serve for two years or until their successors are elected, and their term of office shall begin on January 1 for the calendar year(s) for which they are elected.

The **President (TBA)** shall set the agenda for and preside at all membership meetings; shall be Chair of the Executive Board; shall provide leadership in steering and planning for the Organization; shall create special committees as deemed necessary; and shall be the official spokesperson for the Organization.

The **Vice-President (Open for Election - Please note this office is vacant. The elected candidate will serve one year to finish the term.)** shall preside at all meetings designated by the President; shall be responsible for coordinating the Organization's participation in projects particularly geared toward coalition building; shall serve as a representative of the Organization at public forums; and shall serve as parliamentarian and is responsible for rulings during the course of meetings.

The **Secretary (Open for Election)** shall keep the minutes of all meetings of the Organization and of the Executive Board; and shall maintain an updated record of all standing rules, resolutions, and policies adopted by the Executive Board or the membership.

The **Treasurer** shall collect and disburse the funds of the Organization; shall keep books of account in which there shall be recorded all receipts and disbursements of the Organization; shall submit membership dues bi-monthly to the National Stonewall Democrats; shall prepare an annual budget with the Executive Board of anticipated revenues and expenses; shall report the financial status of the Organization at each membership meeting; shall provide all documentation pertaining to the Organization's financial history for audit and reporting purposes; and shall prepare and submit all required Fair Political Practices Commission reports on a timely basis.

The **Membership Chair (Open for Election)** shall maintain the membership roster and non-member contact list; shall send out membership renewal notices; shall be responsible for developing ways to recruit and retain members; shall provide communications concerning meetings, programs and projects to the membership, the GLBT community and the community-at-large; and shall coordinate production of all publications.

The **Action Team Chair** shall be responsible for the recruitment and mobilization of Organization volunteers and implementation of voter registration and get-out-the-vote (GOTV) projects particularly within the GLBT community.

The **Legislative Chair (Open for Election)** shall coordinate activities to maintain and enhance relations with elected officials, candidates, and the SC State Democratic Party; shall develop activities to increase GLBT participation on/in public boards, commissions and elective office; and shall execute projects and actions to educate and lobby regarding pro-GLBT legislation and policies on both the local and state level.