

Broward DEC Board Member Descriptions

Board Chair

The Chair shall be the Chief Executive Officer of the COUNTY COMMITTEE and an ex-officio member of all standing committees and subcommittees. The Chair shall have the authority and duties implied by such title and express or implied by these By-Laws and the Charter and By-Laws of the Florida Democratic Party.

The Chair shall appoint, with the approval of the Management Committee:

- 4.03.1 Standing committees and subcommittees, their Chairs and Vice Chairs, except the Management Standing Committee whose membership is set forth below.
- 4.03.2 One or more Parliamentarians from the membership, who shall be seated next to the Chair and shall advise the Chairs and other officers and members, upon their request.
- 4.03.3 One or more Sergeant(s)-at-Arms

First Vice Chair

The First Vice Chair who must be of the opposite sex as that of the Chair, shall perform the duties of the Chair in his or her absence or vacancy in the office, and shall perform all other duties assigned by the Chair. The First Vice Chair, however, when acting in the absence of the elected Chair, shall not change Standing Committee or subcommittee assignments, nor make any At-Large appointments or Special At-Large appointments.

Second Vice Chair

The Second Vice Chair shall perform the duties of the Chair in the absence of the Chair and First Vice Chair, or in the cast of the vacancies in both offices, and the Second Vice Chair shall perform all other duties assigned by the Chair. The Second Vice Chair, however, when acting in the absence of the elected Chair and/or the elected First Vice Chair, shall not change Standing Committee or subcommittee assignments, nor make any At-Large appointments or Special At-Large appoints.

The Second Vice Chair shall be responsible for coordinating all Area Leaders and shall meet periodically with all Area Leaders and shall report the Chair and the Management Committee on such meetings.

Recording Secretary

The Recording Secretary shall keep accurate, complete and permanent records and minutes of all of the proceedings of the COUNTY COMMITTEE and Management Committee, receive and file all subcommittee reports and proxies, and shall perform such other duties as may be incidental to the office or as directed by the Chair, from time to time. The Recording Secretary shall deliver all records of the COUNTY COMMITTEE to his or her

successor upon the end of the Recording Secretary's term. The permanent records, minutes and policies of the COUNTY COMMITTEE shall be kept at the official headquarters of the COUNTY COMMITTEE.

Corresponding Secretary

The Corresponding Secretary shall have full responsibility for the preparation of out-going correspondences and the receipt of in-coming correspondences under the direction and authorization of the Chair. The Corresponding Secretary shall prepare all notices of meetings of the COUNTY COMMITTEE and such Standing Committees and subcommittees as the Chair or Management Committee may direct. The Corresponding Secretary shall prepare and send copies of all meeting agenda to the members not less than ten (10) days prior to any scheduled general meeting. All notices of meetings to be sent to the members shall be approved by the Chair prior to their distribution.

Treasurer

The Treasurer shall have the responsibility of the collection and payment of all funds for the COUNTY COMMITTEE and shall report, at each regular meeting, the receipts, disbursements and financial status of the COUNTY COMMITTEE. The responsibilities of the Treasurer include, but are not limited to, the signing of checks in conjunction with the Chair, for all expenditures approved by the membership or the Management Committee, the maintaining of all cash disbursements, cash receipts and general journals, payment of all salaries, including the withholding of all taxes required by law, and the reconciliation of all bank accounts on a monthly basis. The Treasurer shall prepare, file and pay on a timely basis all federal, state and local taxes that may be due, including but not limited to, any payroll, unemployment, social security or sales taxes. The Chair shall have the authority to assign any of the Treasurer's recordkeeping duties to a bookkeeper, accountant, Assistant Treasurer, or other competent individual.

State Committeeman and State Committeewoman

The general membership shall elect a State Committeeman and a State Committeewoman whose responsibility it will be to represent the COUNTY COMMITTEE at all State Executive Committee meetings. Each State Committeeman and State Committeewoman shall serve a term of four (4) years commencing with the Organizational meeting.

All officers shall perform such other duties as may be assigned by the Chair and as provided by Florida Statutes, national and state Democratic Party rules, or as otherwise provided in these By-Laws.