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# Ward 5 Democrats

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www.ward5dems.org \* \* \*

## **Instructions for Ward 5 Democrats Officer Candidates:**

Thank you for considering serving as an officer of the Ward 5 Democrats. This is an exciting time for Democrats in the country and in our city. This election cycle we are seeking nominations for the following officer positions (position descriptions will follow later in this communication):

- Chairperson
- First Vice Chairperson
- Second Vice Chairperson
- Recording Secretary
- Treasurer
- Financial Secretary
- Corresponding Secretary
- Assistant Secretary

We are asking all candidates to submit a 1-2 page candidate application (a sample format is offered as a separate attachment) to include your name, position sought, address, length of residency in Ward 5, a brief description of yourself, your interest in the position and why you would like to serve.

Please submit this as an attachment to [w5demselect19@gmail.com](mailto:w5demselect19@gmail.com) no later than COB Sunday May 19<sup>th</sup>, 2019. Our next Ward 5 Dems meeting will take place at the Bertie Backus campus at 6:30 on Monday, May 20, 2019. Please bring a minimum of 20 copies for distribution to the meeting participants.

Elections will be held on Monday, June 24<sup>th</sup>, 2019 and will be run by the DC Democratic State Committee.

Good luck and thank you!

Ward 5 Dems Nominations Committee



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## WARD 5 DEMOCRATS OFFICER ROLES AND RESPONSIBILITIES

The following has been taken verbatim from the Ward 5 Democrats *Constitution and Bylaws* revised and adopted in April, 2019 [emphasis added].

### Eligibility

- a. To be eligible for elected office in the Ward 5 Dems, a candidate must have maintain a primary domicile/residence for at least one year in Ward 5,
- b. and attended at least four Ward 5 Dems general meetings prior to May meeting.

**Chairperson** - The **Chairperson** shall be the chief executive officer of the Ward 5 Dems, and:

- a. shall preside at all meetings of the Ward 5 Dems, general, special and Executive;
- b. shall be responsible for implementation of all orders and resolutions of the Ward 5 Dems;
- c. shall execute all contracts and agreements authorized by the Executive Committee and/or the general membership of the Ward 5 Dems;
- d. shall appoint all committee chairs, except Nominating and Audit Committee;
- e. shall be an ex-officio member of all committees, except the Nominating and Audit Committee;
- f. shall represent The Ward 5 Dems at the DC Democratic State Committee meetings and activities and
- g. shall exercise such other duties and powers inherent in the office of the **Chairperson**.

**First Vice Chairperson and Second Vice Chairperson** - In the absence or disability of the Chairperson:

- a. The **First Vice Chairperson** shall perform the duties of the Chairperson, and or other duties as assigned.
- b. The **First Vice Chairperson** is responsible for the following committees: Issues and Programs, Constitution and By-laws, Political Action, and Voter Registration and Education.
- c. The **Second Vice Chairperson** shall perform the duties of the Chairperson in the absence of the First Vice Chairperson, and other duties as assigned,
- d. The **Second Vice Chairperson** is responsible for the following committees: Budget and Finance, Membership, Communication/Publicity and Ways and Means.

**Recording Secretary** - It shall be the duty of the **Recording Secretary** to:

- a. attend all meetings of the Ward 5 Dems;
- b. record all proceedings and maintain a permanent record of the same; and
- c. maintain a record of attendance and prepare reports as required by the Chairperson for the general membership and/or the Democratic State Committee.

**Treasurer** - The **Treasurer** shall be the finance officer and shall:

- a. keep full and accurate accounts of receipts and disbursements in bound books,
- b. which must be open to audit
- c. deposit all monies and valuable effects in banking institutions approved by the Executive Committee, and shall maintain accounts in the name of the Ward 5 Dems;
- d. shall substantiate disbursements by proper voucher (duplicate), receipted bills or authorization of the membership;
- e. make all disbursements by check bearing two (2) signatures, the treasurer and the Chairperson;
- f. make financial status reports at each monthly meeting of the general membership;
- g. be bonded at the Ward 5 Dems expense;
- h. prepare and submit financial reports to the DC Office Campaign Finance, and
- i. serve as a member of the Budget and Finance Committee.

**Financial Secretary** - The **Financial Secretary** shall:

- a. receive all bills, requests for payment and necessary associated documentation for approval prior to payment by the Treasurer via the Chair or the Executive Committee; and
- b. reviewer of all financial transactions of the Ward 5 Dems and ensure that funds raised through events and programs are accurately recorded prior to submission to the Treasurer.

**Corresponding Secretary** - The **Corresponding Secretary** shall:

- a. give and/or coordinate with third party(s) proper notice of all meetings of the Ward 5 Dems;
- b. send out correspondence when directed;
- c. maintain an active roster of Ward 5 Dems meeting attendees from the monthly meeting sign in sheets;
- d. and perform such duties as may come within the province of the office of Corresponding Secretary.

**Assistant Recording Secretary** - The Assistant Recording Secretary shall perform the duties of the Recording Secretary in the absence and/or disability of the Recording Secretary.