Executive Board Roles and Responsibilities

Article V of the WashoeDEMS Bylaws outlines the roles
and responsibilities of the Executive Board as a body. Each Executive Board member's individual roles and responsibilities are below.

Chair

A. Be the chief executive officer of the WashoeDEMS and preside at all meetings of the WCCC and its Executive Board.

B. Be charged with the responsibility for implementing all policies of the WCCC.

C. Make the call for the county convention and meetings of the WCCC and its Executive Board pursuant to charter and bylaws.

D. Except, as otherwise provided in these bylaws, appoint the chairs of standing and special committees of the WCCC with the approval of the Executive Board.

E. Seek legal advice for the WCCC and, except as otherwise provided in these bylaws, appoint such other professionals and consultants as may be required to act for the WashoeDEMS. Such appointments must be confirmed by a majority vote of the Executive Board.

F. Appoint a parliamentarian, pages, tellers, sergeant at arms, and any other individuals as may be necessary for the efficient and fair administration of WCCC meetings with the approval of the Executive Board.

G. Be an authorized spokesperson for the WashoeDEMS along with other Executive Board members or a person designated by the Executive Board.

H. Be an ex-officio voting member of all committees of the WCCC except the Rules and Bylaws committee and the Financial Review committee.

I. Make regular written reports to the Executive Board on the state of the WashoeDEMS.

J. Perform such other duties, as the WCCC or Executive Board shall delegate to the chair.

First Vice Chair

A. Develop and maintain personnel policies and committee chair job descriptions.

B. Perform such additional duties, as the chair, the WCCC, or its Executive Board shall delegate to the first vice chair.

C. Maintain current records of all affiliate group bylaws and required contribution and expense reports to the WashoeDEMS.

D. Shall assume the duties of the Chair, in the Chair's absence or if the position becomes vacant.

Second Vice Chair

A. Assume leadership of party fundraising efforts by chairing the Fundraising and Events Committee.

B. Perform such additional duties, as the chair, the WCCC or its Executive Board shall delegate to the second vice chair.

C. Shall perform the duties of the Chair, if the position of the Chair and First Vice Chair are vacant.

Secretary

A. Record and prepare the agenda and minutes of all WCCC meetings, its Executive Board and the WashoeDEMS' convention and make available at WashoeDEMS' office.

B. Keep a record of all WashoeDEMS regular meetings.

C. Ensure the official roster of members of the WCCC is maintained. The official roster shall be available at every WCCC meeting.

D. Be the custodian of all non-financial records and minutes of the WashoeDEMS.

E. Perform such additional duties as the chair, the WCCC, or its Executive Board shall delegate.

Treasurer

A. Maintain the financial records of the WashoeDEMS and be responsible for the accurate and timely filing of all reports required by public disclosure or regulatory authorities.

B. Be the custodian of all funds and securities of the WashoeDEMS.

C. Implement processes that ensure the deposit and disbursement of the funds of the WashoeDEMS pursuant to the current budget and policies and procedures adopted by the WashoeDEMS and its Executive Board.

D. Prepare and distribute a written financial report to the Executive Board prior to each meeting of the WCCC.

E. Chair the Finance Committee.

F. May appoint an assistant treasurer with the approval of the Executive Board.

G. Perform such other duties as the chair, the WCCC or its Executive Board may delegate.

Member-at Large, Dept. 1.

A. Serve on the Executive Board as general membership representative;

B. Encourage the grassroots involvement of members in the organization and business of the WashoeDems, including the organizing of precincts and the recruiting and training of precinct leaders through the Precinct Organizing Committee.

C. Support increasing the diversity, equity, inclusion, and access within the party membership, organization of precincts, and recruitment and training of precinct leaders through outreach by continuously supporting the aims of a more diverse and inclusive WashoeDems; and

D. Perform such other duties that the Chair, the WCCC or its Executive Board shall delegate.

Member-at-Large, Dept. 2.

A. Serve on the Executive Board as a general membership representative.

B. Be responsive to the members' political needs and interests, including the recruitment, organization and retention of volunteers who are the lifeblood of the WashoeDems.

C. Work with all other members of the Executive Board, WashoeDems committees, and WashoeDEMS Democratic affiliate groups to ensure that the diversity, equity, inclusion, and access within the WashoeDEMS volunteer base is representative of the diversity in Washoe County.

D. To chair a committee on diversity, equity, inclusion, and access tasked with implementing policies to make a more diverse and inclusive WashoeDEMS. a. To present the committee created quarterly report of the diversity of WashoeDEMS as compared to the diversity of Washoe County.

E. Perform such other duties that the Chair, the WCCC or its Executive Board shall delegate.