

Democrats Abroad Czech Republic

Country Committee Officer Position Descriptions

Chair (DPCA Voting Member)

- Overall management of DA Czech Republic, especially ensuring that the committee fulfill the mission of Democrats Abroad to provide Americans abroad a Democratic voice back in the United States and to elect Democratic candidates by mobilizing the overseas vote.
- Consult with Regional Vice Chair (RVC) and international ExCom as necessary
- Ensure compliance with:
 - Democratic Party Charter & Bylaws
 - DPCA Charter and rules
 - DACZ bylaws and rules
 - FEC rules
- Ensure that Treasurer and Secretary core work is completed
- Serve as spokesperson for the committee (unless delegated to another)
- Work with the global Communications team
- Conduct regular Executive Committee (ExCom) meetings
- Attend monthly regional online meetings called by the RVC
- Organize regular communication with members (email, etc.)
- Organize regular publicized membership meetings
- Ensure accurate membership records are certified with the International Secretary by February each year
- Ensure current bylaws are in DPCA files annually
- Organize an Annual General Meeting (AGM) in the first half of each year
- Attend and vote at annual regional meetings (in person or online)
- Attend and vote at DPCA Global Meetings (in person, online, or by proxy)
- Submit AGM minutes to the International Secretary within 15 days of the AGM
- Oversee officer and ExCom elections in odd-numbered years, conducted by a neutral Nominations and Election Committee

- Ensure current ExCom contact information is sent to the International Secretary within 15 days of the AGM in election years
 - Collaborate with other committees and DA leaders regionally and globally
 - Raise funds for the committee
 - Help raise funds for the DPCA
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Vice Chair (DPCA Voting Member)

- Partner with the Chair to take on some responsibilities
 - Be prepared to step in for the Chair if necessary
 - Attend and vote at annual regional meetings (in person or online)
 - Attend and vote at DPCA Global Meetings (in person, online, or by proxy)
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Voting Representative(s) (DPCA Voting Member)

- Work with the Chair and ExCom to determine specific duties
 - Attend and vote at DPCA Global Meetings (in person, via WebEx, or by proxy)
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Treasurer

- Ensure proper fundraising and expenditures
- Provide the RVC with bank account details (if applicable) for continuity
- Keep financial accounts and manage the bank account (if applicable)
- Pay applicable bills
- Work with the chair and vice chair to establish an annual budget
- Present an annual financial report to DACZ leadership and membership
- Make financial records available for membership review upon request

Secretary

- Take and archive minutes of ExCom meetings and AGM
- Submit AGM minutes and elected officers' contact information to the International Secretary within 15 days of the AGM
- Maintain administrative files and records
- Oversee membership (or manage membership database if no database manager)
- Reach out to new members as they join DA Czech Republic
- Submit yearly membership certification to the International Secretary
- Report bylaws changes to the International Secretary and RVC; confirm bylaws with the International Secretary annually

Counsel

- Provide legal and procedural consultation to the ExCom
- Consult with International Counsel as necessary

Member-at-Large

- Attend ExCom meetings
- Work with the Chair to lead projects to help fulfill the mission of the organization. This may include but is not limited to press outreach, get out the vote work, student outreach, and social media support