



# DISTRICT CHAIRMAN DUTIES

The Ohio party is organized on the Congressional District

## **Duties of the District Chapter Chairman:**

1. Be the chief executive officer of the District Chapter and Chairman of the Chapter Executive Committee.
2. Advertise and conduct monthly meetings of the District chapter within their District.
3. Issue the call and preside (chair) over all meetings of the chapter.
4. Observe and enforce the rules and Bylaws of the State Party.
5. Appoint necessary staff members and all standing and special committees.
6. Be an ex officio member of all chapter committees.
7. Act as necessary to promote the functions of the state party.
8. Recruit new members.
9. Develop District officers.
10. Develop District candidates.
11. Develop District newsletter (The State PR Committee Chairman can assist).
12. Build the strongest District chapter.
13. Report monthly to Regional or Vice Chairman. Reports should include but are not limited to:
  - a. Minutes of the meeting.
  - b. New members.
  - c. Accomplishments for the month
  - d. Goals and directions of the District chapter for the remainder of this year.

**All State Officers and Regional Caucus Chairmen are the de facto District Chairmen in their District of residence and shall remain so until they appoint or elect an effective replacement. Further, they are ex officio members of all District committees within their jurisdiction.**

### **Monthly District Chapter Meetings:**

Recognizing that neither our party nor our leaders have unlimited or even available financial resources for such meetings, it is essential to define the scope of the meetings and its advertisement.

1. Meetings must be conducted on a consistent date every month. For example the second Monday or third Friday of each month.
2. Meetings will be open to the public and in a location known to the population of the District. For example a Public Library or local meeting place such as a Restaurant with appropriate facilities.
3. Meetings will be scheduled at a time which the majority of the people could likely attend. For example after work and the dinner hour.
4. Meetings will not be scheduled on National Holidays, Sunday's, or on days typically associated with Prayer Meetings during the week. For example; Wednesday evenings are generally the midweek service for churches in the District the party would not hold meetings on that day.
5. Advertisement of the District Chapter meetings must adhere to the following guidance:
  - a. Must be local and public; i.e. within the boundaries of the District.
  - b. Must be paper based and could consist of anything ranging from newspaper adds to handbills on telephone poles or Bulletin Boards in Churches, Laundromats, grocery stores and community centers, etc..
  - c. The paper based adds can be supplemented electronically via email; distribution lists; discussion groups and forums; etc..
  - d. Must be posted in a timely manner. All advertisements must be up not less than 1 week prior to the meeting.
6. Meetings should be conducted in accordance to Robert's Rules of Order.

### **A model order of business might be:**

1. Prayer.
2. Pledge of Allegiance.
3. Roll Call of those dues-paying members. Notation of attendance in roll book.
4. Introduction of Chairman, if (s)he is from outside the group.
5. General remarks.
6. Specific projects coming up.
7. What we expect from a District.
8. Monthly meetings.
9. Working to develop neighboring counties.
10. Fielding District candidates.
11. Petition drive in 2007.
12. Hosting regional conference perhaps one a year.

13. Discussion at public presence at District fairs, parades, etc
14. Seminars on "Learning about YOUR Constitution."
15. Other ideas, research, etc.

Recommendation: While this point is not required I would strongly encourage District Chairmen not to extend their meeting beyond 1 hour.

**Objective:**

District organizational meetings are not designed to place a time or financial burden on anyone, nor should they. These meetings mark the beginning of regular party operation in counties where we already have leadership in place. Build from where you are, work with what you have at hand.

Remember: *We do not have the luxury of huge financial resources or huge numbers of people. Maintain a sustainable effort that can continue indefinitely. The race is not necessarily to the strong or the swift, or to the dead on their feet.*