

Duties of the Local Party Unit Vice Chair

The Vice Chair acts as a complement to the local party unit Chair, giving advice and sharing information to make both roles easier and more successful.

- Keep up-to-date on the various local party unit's activities
- If necessary, be prepared to assume the duties of the Chair
- Assist the Chair in whatever regard he/she desires
- Represent the local party unit at congressional district, central and executive committees, as well as State Central Committee
- Be willing to take extra initiative for a specific project, such as: fundraising, letters-to-the-editor program, etc.

First Duties after Being Elected:

- Welcome other new officers, directors, State Central Committee members/alternates, and precinct officers by mail and/or phone.
- Stage an orientation event or training session for precinct officers as soon as possible.
- Send password requests to [Sarah Black, Voter File Manager](#), for anyone in the organizing unit needing Voter File access.