

SD 36

DUTIES OF BPOU OFFICERS

Article IV, BPOU Officers:

Section 1. The Officers of the SD 36 shall be a Chair, 2 Deputy Chairs, one from HD36 A and one from HD36 B, a Secretary, a Treasurer, and three (3) – seven (7) Vice Chairs.

Section 2. All officers are elected at the SD 36 Convention in odd numbered years and serve 2-year terms (except when redistricting occurs, when officers serve a one-year term and need to be re-elected in the odd year). Officers shall not serve in the same office for more than two (2) consecutive terms.

Article V, Duties of BPOU Officers:

Section 1. Chair:

- Should know the district geographically and politically.
- Shall develop a BPOU calendar, including regularly scheduled BPOU meetings
- Shall preside over the BPOU meetings. Create the agenda for the meetings. Sets the time frame and the atmosphere for the meetings. The Chair shall have general supervision and management over the affairs of the BPOU and over the other officers.
- Shall assign Vice Chairs to committees/areas of political importance, to improve the functioning of the BPOU.
- Maybe act as Co-Treasurer or assign another officer to that role.
- Develops an operating budget for the BPOU, which supports Republican Candidates for the varied political offices in our area.
- Can appoint standing committees to promote the BPOU's goals, plans and party functions.
- Works with other neighboring BPOU's to promote and spread Republican ideals
- Is Chair of the Executive and Full Committees of the BPOU

Section 2. Deputy Chair:

- Assists and supports the Chair and other BPOU officers in the operation and function of the BPOU to succeed with its goals.
- Attends monthly BPOU meetings on a regular basis.
- Can serve at proxy BPOU Chair as needed to run monthly meets if the Chair is absent
- Supports local candidates during their campaigns, by whatever means necessary; making phone calls, door knocking, lit dropping, fundraising, parade participation, finding volunteers to do the same.
- Makes connections with people in his/her House District to enlist volunteers for varies tasks; parade walker, fundraising, phone calls, door knocking, lit dropping, etc.
- Be proactive in providing ideas for fundraising, to help elect Republican candidates to political office
- Is Deputy Chair of the Executive and Full Committees of the BPOU

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Section 3. Secretary:

- Attends and keeps the minutes of the BPOU meetings and provides copies of the minutes at the following meeting to all in attendance
- Works with the Chair and other officers to promote Republican ideals and help elect Republicans to various political offices.
- Reports the names of the new officers to the MN GOP per guidelines on the MNGOP website following Conventions where new officers are elected and Delegates/Alternates for various Conventions are elected.
- Can work on sub-committees in areas that are of interest with the goal to educate and assist in the election of Republican candidates for office in our area.
- Is Secretary of the Executive and Full Committee of the BPOU

Section 4. Treasurer:

- Keeps accurate financial records for the BPOU and provides reports to the BPOU at their monthly meetings.
- Attends BPOU meetings regularly
- Maintains and monitors the BPOU bank account activity
- After Redistricting, is responsible for closing the down old BPOU bank account and opening a new bank account
- Uses the Campaign Finance Reporter to report the BPOU's financial transactions to the State.
- Assists with money transactions for all Conventions and fundraising events.
- Deposits all contributions within 10 business days.
- Supplies knowledge of Campaign Finance rules and regulations to the BPOU and local candidates as necessary
- Develops and prepares an operating budget along with the Chair and Executive Committee.
- Writes checks and distributes them to local Candidates as sanctioned by the Full Committee
- Is treasurer of the Executive and Full Committee of the BPOU

Section 5. Vice Chairs:

- Shall assist the BPOU in developing plans to help elect Republican candidates to political office
- May focus on an area that they are passion about; campaigns, social media, school boards, promotions, fundraisers, election integrity, and lead a sub-committee in that area, reporting back to the BPOU Full Committee your progress/insight
- Should be willing to volunteer for all tasks, activities that help Republican candidates get elected to public office
- Are members of the Executive and Full Committee of the BPOU