



APPENDIX C

****Note: All precinct meeting attendees are invited to attend their County Convention and the South Carolina Republican Party State Convention and will be notified of those dates.***

Descriptions of Precinct Officers

TEMPORARY OFFICERS

Temporary President

- Conducts business and follows the agenda of the meeting. *Note: The temporary president needs the copy of the "Precinct Captain's Guide to the Agenda" to conduct and follow the meeting

Temporary Secretary

- Takes note of the outcome of elections, including precinct officers, delegates and alternates
- Forwards resolutions presented at the precinct meeting to the county chairman by placing the resolution in the precinct reorganization packet

Temporary Committee on Credentials

- One or two people to double-check that each member has completed a Form A with correct information and has signed the Roll Sheet

PERMANENT OFFICERS

President

- Calls to order and presides over precinct meetings
- Arranges for precinct reorganization
- Attends county executive committee meetings

County Executive Committeeman

- Votes for the precinct at county executive committee meetings
- Maintains contact with and reports to the precinct when appropriate
- Must be willing to attend County Executive Committee meeting on a monthly basis

Secretary

- Keeps meeting records/minutes
- Keeps list of precinct meetings
- Maintains contact with and reports to the precinct when appropriate

Treasurer

- Receives, disburses and accounts for funds generated by the precinct if the precinct members decide gathering funds are necessary

Vice-President

- Fills in for president when needed

Description of Delegates

Delegate to County Convention

- Attends county convention and any subsequent meetings
- Votes in election of officers and on resolutions at the county convention

Alternate to the County Convention

- Attends county convention and subsequent meetings if possible
- Upon vacancy of delegate, may vote in the election of officers and on resolutions at the county convention