



Harris County Libertarian Party

Roles and Responsibilities

Revision 0

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Harris County Libertarian Party Roles & Responsibilities

Introduction

This section documents the roles and responsibilities of the Harris County Libertarian Party's (HCLP) leadership team as depicted on the Organization Chart, Appendix A.

The leadership team consists of persons who are elected per the HCLP bylaws, or appointed by the County Chair or County Executive Committee. Implicit responsibilities for each member of the leadership team, in addition to those explicitly described in the following sections of this document, are:

- Recruit new members & invite them to HCLP events
- Look for outreach opportunities
- Provide contact & other information to the Functional and Regional Coordinators

Executive Committee

The Executive Committee has primary responsibility for the management and conduct of the Harris County Libertarian Party (HCLP).

County Chair {typical 40 hr / month}

The Chair presides at all meetings of the HCLP, provides directional leadership, performs duties required by Texas Election Code for this elected position, and performs other such duties as assigned by the LPT State Executive Committee. The required duties are:

- Accept Applications for Nomination
- Manage Harris County LP Precinct Conventions
- Organize and hold County Convention
- Support District Conventions

Vice-Chair {typical 20 hr / month}

The Vice-Chair acts as an assistant to the Chair, performs the duties of the Chair in his or her absence, and also perform other such duties as are assigned by the LPT State Executive Committee.

Past-Chair {typical 8 hr / month}

The Past-Chair acts as an assistant to the Chair and shall perform other such duties as assigned by the LPT State Executive Committee.

Treasurer {as req'd to keep books straight}

The Treasurer, or the Treasurer's designated agent, manages all receipts & expenditures for the HCLP, and shall deposit same in such bank(s) as shall have been designated by the HCLP. The Treasurer makes all needed reports to the Texas Ethics Commission. The Treasurer checks mailbox, and provides information relevant to dbase updates to the GCL Dbase Administrator.

Secretary {typical 8 hr / month}

The Secretary keeps an accurate and complete record of the proceedings of all official meetings of the HCLP, and keeps these records up to date and in order in the master file containing the official minutes of the HCLP. The Secretary shall also keep a record of HCLP Texas Election Code affiliates and dates of their affiliation.

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At large {typical 8 hr / month}

At large members shall perform such duties as are assigned by the Chair.

Precinct Chair {typical 2 hr / month}

Precinct chairs are the front line activist for the LP at the precinct level. Their responsibilities include:

- \$ [2 hr / year] - conduct biannual precinct convention on the first Tuesday of March in an election year
- \$ [6] - monitor precinct activities; examples – identify & forward info on local candidate forum opportunities, and hot local issues. Attend community [HOA, Toastmaster, etc] meetings and give away HCLP newsletters.
- \$ [2] - forward contact info to Dbase Admin & functional coordinators for potential activist in precinct
- \$ [6] - distribute yard signs and other materials
- \$ [8] host precinct outreach programs
- [120] – aggressive GOTV program

Regional Coordinator {typical 4 hr / month}

Regional Coordinators are front line activists for each region as defined by the 24 State Rep districts contained within Harris County. Their responsibilities include:

- \$ [8] - recruit precinct chairs & candidates for office
- \$ [8] - distribute to Precinct Chairs & others yard signs and other materials
- \$ [4] – monitor district activities; examples identify & forward info on candidate forum opportunities, & hot local issues. Attend community meetings [HOA, Toastmaster, etc] and give away HCLP newsletters.
- \$ [2] - forward contact info to Dbase Admin & functional coordinators for potential activist in precinct
- \$ [4] schedule/coordinate precinct conventions in precincts without chairs
- \$ [12] host and facilitate outreach sessions
- \$ [10] maintain contact with volunteers & Affiliates within the region
- [120] – assist precinct chairs with their GOTV programs

Harris County Libertarian Party

Roles & Responsibilities

Functional Coordinator

The HCLP infrastructure consists of specific functions needed to support HCLP's mission. Functional Coordinators provide opportunities for and support the activities of the other functions.

The Function Coordinator and CEC mutually develop a strategy, a plan to implement the strategy, and resources to execute the plan. The Function Coordinator then assumes ownership of the plan and provides monthly status reports to the CEC. The specific functions are:

Media Coordinator {8 hr / month}

The Media Coordinator has ownership of the plan to release LP information to the general public through electronic and print media. The responsibilities include:

- develop the media strategy
- identify and establish rapport with media outlets and members
- write, vet, approve, and release all items to the media
- monitor the image of the LP in the mainstream media
- maintain awareness of LP principles and issues position
- coordinate with the national LP media director
- provide monthly status reports to the executive committee

Fundraising Coordinator {8 hr / month}

The Fundraising Coordinator has ownership of the plan to generate funds for the HCLP. The responsibilities include:

- develop the fundraising strategy
- coordinate fundraising activities with LPT Executive Director
- identify and develop rapport with individual and organization donors
- provide monthly status reports to the executive committee

Outreach Coordinator {8 hr / month}

The Outreach Coordinator has ownership of the plan to create LP and candidate name awareness. The responsibilities include:

- develop the outreach strategy
- train and schedule people to speak at outreach activities
- identify and engage synergistic organizations; examples – Am. For Pros., Katy Watchdogs, HOAs, Toastmasters, PRA, single issue org. & CATO
- provide monthly status reports to the executive committee

Electronic Communications {4 hr / month}

The Electronic Communications Coordinator (ECC) manages web server network infrastructure, automated phone dialing system, teleconferencing and HCLP electronic newsletter.

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Webmaster {4 hr / month}

Webmaster maintains website located at www.lptexas.org/harris. Information is primarily received from Precinct chairs, Regional Coordinators, Outreach Coordinator and Social Coordinator.

Materials Coordinator {8 hr / month}

The Materials Coordinator has custody of materials such as banners, tents, tables, door hangers and yard signs. The primary responsibilities are to estimate, obtain, warehouse, distribute, and retrieve materials needed to support operations

Municipal Elections {4 hr / month}

The Municipal Election Coordinator (MEC) monitors the various electoral opportunities within Harris County and Houston metro area, and conveys knowledge of those opportunities to prospective candidates. MEC develops familiarity with local activists who may serve as candidates, and matches prospective candidates together with opportunities.

Candidate Forums {4 hr / month}

The Candidate Forum Coordinator (CFC) monitors the various forum opportunities, and owns the database know as “Get Me to the Church on Time” project. Data file development includes locating & building relationships with organizations who sponsor candidate forums. The mission is to provide intelligence as a service to LP candidates, so we know the 4 “W”s: who / what / when / where. This service to our candidates provides a resource, so they can painlessly exploit candidate forum opportunities.

Special Projects

At the direction of the County Chair ad hoc initiatives may occur. All initiatives go through a justification phase, including cost/benefit, followed by identification of the initiative owner, planning and staffing. The CEC receives monthly status reports from the initiative owner.

- Bill of Rights Dinner
- Voter’s Guide
- Advokit Phone-Banking
- Liaison to Rice University Students
- Liaison to UH Students
- HCLP Business Cards

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Gulf Coast Liberty Newsletter

Production Manager {8 hr / month}

The GCL Production Manager is HCLP's interface to publishing and distribution contractors, currently Astro Printing and the US Postal Service. The manager maintains knowledge of Post Office regulations that impact bulk mailing requirements, organizes GCL assembly and distribution.

Editor {12 hr / month}

The GCL Editor is responsible for obtaining content, and assembly into a file that is transmitted to the GCL printing subcontractor. The Editor is responsible for providing printing contractor all information required to publish including quantity for mailing, quantity for news rack distribution, film requirements for photo images, etc. GCL Editor provides electronic newsletter that eNews Editor forwards to email-based subscriber list.

Liberty Reporter {4 hr / month}

GCL Liberty Reporters attend events, and provide to the GCL Editor articles and photographs that are used to develop newsletter content.

Distribution {8 hr / month}

GCL Distributors obtain newsletters from the Production Manager, and are responsible for monitoring stocking levels at specific distribution outlets.

Dbase Administrator {8 hr / month}

GCL Dbase Administrator (DA) maintains the GCL database, and provides mailing labels to Production Manager for GCL assembly. DA is responsible for gathering information from various sources to enhance quality of available information, and sources include HCLP Treasurer, outreach events, National LP HQ, and Texas LP Executive Director.

eNewsletter Editor {4 hr / month}

eNews Editor obtains news events from Leadership Team members, and sends a monthly email based newsletter out to HCLP recipients who have subscribed to our news list service. eNews Editor updates news list server to update emails based upon contact information provided from various sources.

Legend – Staff Position Above:

“\$” – Denotes typical commitment level

[] – Value is forecast quantity of hours per year, unless otherwise noted, to perform task

Appendix A – Organization Chart

<Provided as separate file>

* Executive Committee Position

** Affiliate