

Attachment A to the Rules of the Litchfield Democratic Town Committee

Duties of Officers

The duties of the officers of the LDTC shall be as follows:

A. The Chair shall:

1. Act as executive officer of the LDTC and have general management and direction of the business of the LDTC.
2. When present, chair all meetings of the LDTC and the Executive Committee, and when acting as chair conduct all meetings of the LDTC in accordance with these rules.
3. Subject to any limitations set forth in these Rules, determine the number of members of each sub-committee.
4. Appoint the members of all sub-committees, and the chairs thereof, except when the Chair shall authorize a sub-committee to choose its own chair; and serve as a member ex officio of each sub-committee.
5. Furnish a complete list of the members and chairs of such sub-committees to the Corresponding Secretary and the Webmaster; and from time to time inform the Corresponding Secretary and the Webmaster of any changes to such positions.
6. Determine the agenda for each meeting of the LDTC; provided that any such agenda may be amended at the meeting by the affirmative vote of two-thirds of the members of the LDTC present and voting.
7. Within 10 days of the election of the Chair in even numbered years, and during the corresponding week of the following odd-numbered year, propose to the Executive Committee a schedule of meetings of the LDTC for the following twelve months.
8. Vote to resolve all tie votes of the LDTC or the Executive Committee, but not otherwise except as provided below or as may be specifically provided in these Rules.
9. Be entitled to vote as a regular member of the LDTC when the vote is by ballot, in which case the Chair shall not have a tie-breaking vote.
10. Counter-sign checks and other orders for the payment of money.
11. Encourage elected and appointed officials of the town to report on the actions taken and issues facing their respective boards, commissions and departments.

B. The Vice Chair shall:

1. Assume all duties of the Chair when the Chair is absent from a meeting, and at other times at the request of the Chair.
2. Assist the Chair in the performance of the duties of the Chair.

C. The Recording Secretary shall:

1. Record the minutes of all meetings of the LDTC, and furnish a copy of the draft thereof, and of the version thereof approved by the LDTC, to each of the Corresponding Secretary and the Webmaster.
2. Keep a record of attendance of members at all meetings of the LDTC.
3. Record the results of all votes taken and ballots cast at all meetings of the LDTC and the Executive Committee.
4. Serve as temporary or permanent secretary of any caucus, if so requested by the Chair and elected by the caucus.
5. Make all filings with public officials (including without limitation the Litchfield town clerk and the Secretary of the State) and the Democratic State Central Committee required by these Rules, including those required by Article III, Section 5, by Article VII, Sections B.1, B.2 and B.6, and by Article XI.
6. Arrange for the publication of legal notices of meetings of the LDTC and of local party caucuses and conventions, as may be required to be published by law or by these Rules.

D. The Corresponding Secretary shall:

1. Circulate to the members of the LDTC the agenda for each meeting prepared by the Chair or the Vice Chair, any written notice of meeting required by these Rules, and the draft minutes of meetings as prepared by the Recording Secretary.
2. Maintain a current list of the members of the LDTC, and of their addresses, telephone numbers and e-mail addresses, subject to any limitations imposed by law, and circulate this list to all the members of the LDTC as soon as practicable after the caucus at which the members of the LDTC are elected, and from time to time thereafter as may be necessary to reflect changes in the membership of the LDTC and in their addresses, phone numbers and e-mail addresses.
3. Maintain paper copies of all minutes of meetings of the LDTC, and of all correspondence received by the LDTC or by the officers thereof in their capacities as such, and of all other official documents of the LDTC as may be selected for retention by

the Chair, in a file or other archive that is accessible upon request to all members of the LDTC.

4. Assist the Chair in replying to correspondence as he or she may request.
5. Arrange for venues for meetings of the LDTC.
6. At the request of the Chair or the LDTC, issue news releases to the media concerning meetings and events sponsored by the LDTC.

E. The **Treasurer** shall:

1. Collect all dues, proceeds from fund-raising activities, and contributions to the LDTC, and safeguard such funds pending their deposit in the LDTC's bank account.
2. Maintain a bank account in the name of the LDTC, and deposit all funds of the LDTC in such account.
3. Keep books giving a full and accurate account of money received and disbursed.
4. Provide a financial report to each regular meeting of the LDTC.
5. Countersign checks and other orders for the payment of money.
6. File all necessary financial reports as required by State or local law, and furnish copies thereof to the Chair and the Corresponding Secretary.

F. The **Deputy Treasurer** shall:

1. In the absence of the Treasurer, serve in the place of the Treasurer as a member of the Executive Committee.
2. Assist the Treasurer in the performance of his or her duties.
3. At the request of the Treasurer, perform such of the duties of the Treasurer (including attending meetings of the Executive Committee) as the Treasurer from time to time may be unable to perform (for example, by reason of absence from the town or the state).

G. The **Webmaster** shall;

1. Maintain the LDTC's website.
2. Post on the LDTC website, to the extent not prohibited by applicable law, the current membership list of the Town Committee, the list of members and chair of each of the sub-committees, the agenda of each forthcoming meeting of the LDTC, and the minutes of meetings of the LDTC for at least the preceding twenty-four (24) months.

3. Maintain, in a form that cannot be modified by viewers (e.g., in a "read only" format), the records of the LDTC, either on the LDTC's website or in an alternative storage medium readily accessible by the members of the LDTC (e.g. in "the cloud").