

SPOKANE COUNTY REPUBLICAN PARTY

Precinct Committee Officer (PCO) Duties and Responsibilities

1. Accept the authority and responsibility for Republican activity in your precinct.¹
2. Serve as a member of the Spokane County Republican Central Committee.²
3. Attend and vote in biannual Organization Meetings and all Special Meetings called by the County Chair.³
4. Participate in the election of the District Leader in your Sub-District.⁴
5. Appoint a proxy in writing to attend any Central Committee meetings you are unable to attend.⁵
6. Be willing to accept proxy appointments offered by your District Leader to represent your District when circumstances allow.⁶
7. Arrange for and hold Precinct Caucuses as necessary.⁷
8. Serve as a liaison between Republicans in your precinct, the County Republican Party and elected Republican officeholders by building a rapport with your neighbors. This is a two-way responsibility, ie: carry information from your precinct residents to Party leaders and officeholders *and* from Party officials/ officeholders to your precinct residents.⁸ Your link both to and from the Party is your district leader
9. Identify and build relationships with Republican voters in your precinct and assist the County Party in updating your precinct voter list.⁹
10. Attend and participate in District Caucuses and meetings called from time to time by your District Leader.¹⁰
11. Attend election observer training, participate in the election observer process and encourage residents of your precinct to do the same.¹¹
12. Participate in Community Events to represent the Republican Party.¹²
13. Support ALL Party Republican candidates after Primary elections by doorbelling in your precinct with the candidates.¹³
14. Notify your District Leader, Party officials and Republican candidates when any Democrat activity is being conducted in your precinct.¹⁴
15. Perform any other responsibilities as assigned by the SCRCC Chairman or District Leader.¹⁵
16. Immediately advise your District Leader of any changes in your status – address, contact phone number, email, health condition that does not allow you to perform as a PCO, etc..
17. Be open to volunteering for projects and community events within your precinct, district and the county as identified/suggested by your District Leader and recruit members of your precinct to help with such projects.

¹ SCRCC Bylaws 8.1

² SCRCC Bylaws 3.2, Washington State Republican Party PCO Manual 2011-2012 (PCO Manual), Authority & Duties, 1b

³ SCRCC Bylaws 4.4.3 & 4.4.4, PCO Manual, Authority & Duties, 1a & 1d

⁴ SCRCC Bylaws 7.5.1

⁵ SCRCC Bylaws 4.4.5

⁶ SCRCC Bylaws 5.5.2

⁷ SCRCC Bylaws 8.1.1, PCO Manual, Authority & Duties, Administrative Duties

⁸ SCRCC Bylaws 8.1.2, PCO Manual, Authority & Duties, Administrative Duties

⁹ PCO Manual, Authority & Duties, Administrative Duties

¹⁰ SCRCC Bylaws 8.1.3, PCO Manual, Authority & Duties, 1d & Administrative Duties

¹¹ SCRCC Bylaws 8.1.4

¹² PCO Manual, Authority & Duties, Administrative Duties

¹³ PCO Manual, Authority & Duties, Administrative Duties

¹⁴ PCO Manual, Authority & Duties, Administrative Duties

¹⁵ SCRCC Bylaws 8.1.5