

**Veterans Caucus**  
**California Democratic Party**  
*3700 Dean Drive, #1003, Ventura, California 93003*

AMENDED and ADOPTED BY THE EXECUTIVE BOARD  
July 13, 2015

POLICY #2014-17

**Board Officer Responsibilities**

1. **Chair.** The responsibilities of the Veterans Caucus Chair are:
  - a. Lead the Caucus in its operations on a day to day basis
  - b. Provide the Caucus with direction regarding its interactions with the CDP, other CDP Caucuses, County Central Committees, Political Clubs and other organizations of a political nature
  - c. Present the State of the Caucus at the Caucus meeting held during the CDP's Annual Convention
  - d. Supervise the Caucus Committee Chairs
  - e. Serve as the secondary approval of Caucus expenditures (primary approval is the Caucus Treasurer)
  - f. Represent the Caucus at functions and organizations when appropriate
  - g. Preside over meetings of both the Caucus and Executive Board
  - h. Inform the 1<sup>st</sup> Vice Chair of anticipated absences in a timely manner
  
2. **1<sup>st</sup> Vice Chair.** The responsibilities of the Veterans Caucus 1<sup>st</sup> Vice Chair are:
  - a. Preside over meetings of the Caucus and Executive Board in the absence of the Chair
  - b. Inform the Chair of anticipated absences in a timely manner
  - c. Represent the Caucus at functions and organizations when appropriate
  - d. Provides insight to the Caucus consistent with his/her experience
  - e. Maintains readiness to lead the Caucus should the Chair become incapacitated
  - f. Performs other tasks assigned by the Chair
  
3. **2<sup>nd</sup> Vice Chair.** The responsibilities of the Veterans Caucus 2<sup>nd</sup> Vice Chair are:
  - a. Preside over meetings of the Caucus and Executive Board in the absence of both the Caucus Chair and Caucus 1<sup>st</sup> Vice Chair
  - b. Inform the Chair of anticipated absences in a timely manner
  - c. Represent the Caucus at functions and organizations when appropriate
  - d. Provides insight to the Caucus consistent with his/her experience



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- e. Maintains readiness to lead the Caucus should both the Caucus Chair and Caucus 1<sup>st</sup> Vice Chair become incapacitated
  - f. Performs other tasks assigned by the Chair
4. **Treasurer.** The responsibilities of the Veterans Caucus Treasurer are:
- a. Manages the finances of the Caucus
  - b. Reports to the Executive Board and General Membership at each of their meetings on the status of the Caucus's finances and reasons for change in fund balance
  - c. Reports to the Executive Board and General Membership at each of their meetings on the number of Caucus members
  - d. Serves as primary approval of expenditures
  - e. Inform the Chair of anticipated absences in a timely manner
  - f. Represent the Caucus at functions and organizations when appropriate
  - g. Provides insight to the Caucus consistent with his/her experience
  - h. Performs other tasks assigned by the Chair
5. **Secretary.** The responsibilities of the Veterans Caucus Secretary are:
- a. Produces and maintains minutes of Executive Board meetings
  - b. Produces and maintains minutes for Caucus meetings
  - c. Manages the Caucus Archives and handles requests from Caucus members to access them
  - d. Inform the Chair of anticipated absences in a timely manner
  - e. Represent the Caucus at functions and organizations when appropriate
  - f. Provides insight to the Caucus consistent with his/her experience
  - g. Performs other tasks assigned by the Chair
6. **All Officers:**
- a. Lobby local, state and federal governments on behalf of the Caucus on issue the Caucus took a position on
  - b. Execute special projects, if approved by the Chair, that focus on specific areas that support the mission of the Caucus

