

## **Officers to be elected at the first State Membership Meeting**

**Chairperson:** Responds to requests for interviews, appearances, and for statements from the media; Chairs the SCC and administers group communications. [Possesses the party cell phone for this purpose.] [Should be Cheerleader-in-chief for GP-MI.]

**Committee Manager:** Manages committees other than the State Central Committee and fills in for the Chair as needed, including administration of the SCC.

**Treasurer:** Manages and handles all funds of the state party and its associated committees; prepares and files all required financial documents, keeping GP-MI in compliance with laws and regulations; keeps the party informed about its financial condition at SMMs and through the SCC.

**Archivist:** Responsible for records such as GP-MI meeting minutes, press releases, the Handbook, the bylaws, and the platform. The Secretary may assist the Treasurer in archiving all financial documents.

**Membership Manager:** Keeps records of membership and sends out annual requests for donations; coordinates with the Treasurer when donations come in; supplies membership forms for meetings and other events; and supplies current member contact information to all appropriate officers.

**Meeting Manager:** Arranges state membership meetings and nominating conventions, and provides a yearly schedule of these by date and region; keeps track of and delivers supplies for SMMs and conventions, including AV equipment, and is responsible for notifying all members of these meetings at least 30 days in advance.

**Elections Coordinator:** Helps GP-MI be aware of and follow laws and regulations in its election-related activities, including appointment of election challengers and pollwatchers; recruiting candidates for GP-MI nomination or endorsement; assembling and providing current information about the party's nomination/ endorsement processes, including advance/draft convention rules; helps nominated candidates file required paperwork; and manages any election-related online group activities.

**Locals Liaison:** Is the primary advocate for locals, welcomes new members and assigns mentors for them; receives registration forms from new locals and quarterly reports from locals for entry into the state party records.

**Communications Manager:** Coordinates and updates GP-MI publications—traditional and digital; and maintains the GP-MI Handbook.

**Merchandise & Office Manager:** Keeps a supply of GP-MI literature and merchandise and has a budget for replenishing this supply and shipping them to locals and tabling events, and provides them to state meetings. This position also sees that mail sent to the GP-MI address is collected and the GP-MI phone is answered.

**Delegates to National Committees of the Green Party of the United States (GP-US):** The number of GP-MI delegates on the GP-US National Committee is determined by GP-US. Most recently, we have had six delegates and six alternates. GP-US expects delegates to 1) represent their state; 2) inform state constituencies of GP-US proposals, votes, actions, and other matters; 3) vote on proposals; and 4) further the work of the GP-US by serving on committees, or help provide a replacement volunteer from your state party or caucus. Delegates also are members of the SCC, and expected to be active.