

II. MISSION AND RESPONSIBILITIES OF PRECINCT CHAIRMEN

A. OBJECTIVE OF PRECINCT CHAIRMAN

The primary objective of every Precinct Chairman is to encourage every Republican to vote so that as many Republican candidates as possible are elected.

B. PRECINCT CHAIRMAN AS MANAGER OF PRECINCT

As the Republican Party's "manager" of the Republican voters in your precinct, the Precinct Chairman's duties and responsibilities include:

- Identify Republican voters and voters who lean toward Republican candidates.
- Register these voters, if they are not already properly registered.
- Inform these voters of elections, issues and candidates.
- Encourage early voting and offer transportation to the polls on election day, if necessary. This effort includes recruitment of 2 to 3 volunteers to assist in the area "Victory" Phone Banks (sponsored every 2 years for the General Election in November).
- Support Republican candidates in as many ways as possible.
- Attend functions for the Republican Party or Republican candidates.
- As a member of the Harris County Republican Party's Executive Committee, make every effort to attend the meetings of this committee in order to participate in establishing the general policies of the Harris County Republican Party.
- Help raise funds for the Harris County Republican Party and candidates.
- Appoint and train a Vice Chairman to serve and assist in case of emergencies and to provide for a successful transition of leadership should you no longer be able to serve.

C. FUNCTIONS OF PRECINCT CHAIRMAN

The five major functions of a Precinct Chairman are:

1. *Recruit Volunteers.* A Precinct Chairman's most vital function is to recruit, train, supervise and encourage a team of Neighborhood Coordinators and Block Captains. One or two precinct volunteers should be made vice-chairman so that a stand-in Precinct Chairman is available if the Precinct Chairman is unable to perform his/her duties.
2. *Coordinate Activities.* The Precinct Chairman serves as a vital link in the communication chain between grassroots voters in your precinct and elected

officials, the Republican Party, and Republican candidates. He/she also provides periodic status reports to the electorate and coordinates precinct activities with the Republican candidates.

3. *Deliver Votes.* The objective of precinct work is to help provide a winning margin for Republican candidates through personal contact with the electorate. This is done through your Neighborhood Coordinator and Block Captains.
 - a. Educate voters through literature distributions and personal contacts advocating support for the Republican candidates.
 - b. Contact all registered voters to determine their political preference and how they will vote in the upcoming election.
 - c. Contact all unregistered potential Republican voters and urge them to register.
 - d. Identify and assist the favorable voters to vote in the "early voting" period.
 - e. Finally, make the maximum effort to get the favorable voters to the polls on election day by reminding them and assisting them in any way possible.
4. *Election Judge.* As Precinct Chairman, you are expected to serve as Election Judge in your precinct for the Republican Primary and, as such, to conduct the elections. (In addition, you may perform duties as the Election Judge during General and Special Elections in which the County Commissioner appoints the Precinct Chairman as the Election Judge from the majority party and an Alternate Election Judge from the minority party.
5. *Maintain Records.* Keep adequate records on workers and voters in your precinct.

D. GOALS OF PRECINCT CHAIRMAN

A Precinct Chairman will see the fruits of his/her labor by performing the above-described functions. The best way to measure one's progress is by establishing goals. To help establish some targets, a Precinct Chairman should strive to:

- Increase the number of straight Republican ticket votes.
- Increase the number of votes cast in the Republican Primary.