



Black Political Caucus of Charlotte-Mecklenburg
1326 Prince Hall Ave, Suite A-1
Charlotte, NC 28206
www.bpc-charlotte.org
blackpoliticalcaucus@gmail.com

November 17, 2014

Dear Black Political Caucus Member:

This letter is being sent to formally notify you the Charlotte Mecklenburg Black Political Caucus will elect new officers on February 15, 2015, at the regularly scheduled monthly meeting. The offices open for election include Chairperson, First Vice Chairperson, Second Vice Chairperson, Third Vice Chairperson, Recording Secretary, Assistant Secretary, Corresponding Secretary, Treasurer, Financial Secretary, Parliamentarian and Historian.

All candidates for open offices must be members in good standing at the time of nomination. Please note a description of the duties of each open office has been attached.

If you are interested in seeking one of the open positions, please submit your application and resume via email to thurmanross@gmail.com no later than on Friday, December 19, 2014.

If you have any questions or concerns, please do not hesitate to contact any one of the members below.

Thank you for your commitment to making the organization a success.

Committee Members

Thurman Ross, Chair
Dee Jones
Kim Webb
Colette Forrest
Cozzie Watkins

Contact Information

thurmanross@gmail.com/704.258.3405
dee_j40@yahoo.com/704.264.7606
kimwebb366@hotmail.com/704.615.6605
coletteforrest@hotmail.com/704.334.4850
cozzie4hsc@gmail.com/704.562.9303

Thurman Ross
Chair, Nominating Committee

2 Attachments

Application
Officer Job Descriptions



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NOTICE OF INTEREST IN NOMINATION TO OPEN OFFICE

Name of Candidate: _____

Office of Interest: _____

Mailing Address: _____

Your Telephone: () _____ Occupation: _____

Email Address: _____

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Please respond to the following questions:

1. Why are you interested in the position? (If additional space needed, please attach)

2. What are your qualifications for this position?

Print Name: _____

Signature: _____

Date: _____



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OFFICERS & DUTIES

Caucus Chairperson

The Caucus Chairperson shall be The principal executive officer of the organization subject to the control of the Executive Committee, and shall in general supervise and manage the business and affairs of the organization, The Caucus Chairperson shall, when present preside at all meetings of the membership and all meetings of the Executive Committee.

The Caucus Chairperson may temporarily relinquish the chair at a meeting under Special circumstances or proceedings. The Caucus Chairperson shall act as liaison with the Publicity Chairperson, plan and consult with elected officials and represent the Black Political Caucus at all official meetings, appoint a Nominating Committee as required, and serve ex-officio on all committees EXCEPT the Nominating Committee.

The Caucus Chairperson has the authority to appoint and remove committee members. The Caucus Chairperson appoints all members to Standing Committees and Ad hoc committees, including the chairperson of each Committee. Each person appointed to a Standing Committee is appointed for a term of two years or for the remainder of an unexpired term or until his or her successor is appointed.

Signing of Instruments. Unless the bylaws or the Executive Committee has delegated the signing of an instrument to some other Officer the Caucus Chairperson along with the Recording Secretary shall sign any Instrument the Executive Committee has authorized. In general, the Caucus Chairperson shall perform all duties incident to the office of Caucus Chairperson and such other duties as may be prescribed try the Executive Committee.

First Vice Chairperson.

The First Vice Chairperson shall be responsible for coordinating the Voter Registration and Get-Out the Vote, Candidates and Legislative Committees. In the absence of the Caucus Chairperson or in the event of the Caucus Chairperson's inability or refusal to act or serve, the First Vice Chairperson shall perform the duties of the Caucus Chairperson. When so acting the First Vice Chairperson, unless otherwise expressly limited by these Bylaws, shall have all the powers of and be subject to all the restrictions upon the Caucus Chairperson.

Second Vice Chairperson.

The Second Vice Chairperson shall be responsible for coordinating the Budget and Finance, Courtesy, Economic Development Committee and Political Action Committee. In the absence of the



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Caucus Chairperson and the absence of the First Vice Chairperson or in the event of their inability or refusal to act or serve, the Second Vice Chairperson shall perform the duties of the Caucus Chairperson. When so acting, unless otherwise expressly limited by these bylaw's, the Second Vice Chairperson shall have all the powers of and be subject to all the restrictions upon the Caucus Chairperson.

Third Vice Chairperson

The Third Vice Chairperson shall be responsible for coordinating the Publicity, Membership, Community Affairs, and Education Committees; shall keep an updated list of the membership and shall give updated membership lists to the Secretary and the Standing Committees Chairpersons at the appropriate intervals. In the absence of the Caucus Chairperson, the First and Second Vice Chairpersons, or in the event of, their inability or refusal to act or serve, the Third Vice Chairperson shall perform the duties of the Caucus Chairperson, When so acting, unless otherwise expressly limited by these bylaws, the Third Vice Chairperson shall have all the powers of and Be subject to all the restrictions upon the Caucus Chairperson.

The Recording Secretary

The Recording Secretary shall record and keep the minutes of the meetings of the membership and the Executive Committee, distribute these minutes to Executive Committee members for use at the Executive Committee meetings, keep updated lists of all committees and their duties, maintain all legal documents relevant to the operation of the Caucus, authenticate the records of the Caucus, certify the incumbency of any officer of the organization and perform all other duties incident to the office of Recording Secretary and such other duties as may be prescribed by the Executive Committee or by the Caucus Chairperson.

Assistant Secretary

In the absence of the Recording Secretary or in the event of the Recording Secretary's inability or refusal of act or Serve, the Assistant Secretary shall perform the duties of the Recording Secretary, and when so acting shall have all the powers of and be subject to all the restrictions upon the Recording Secretary. The Assistant Secretary shall perform such other duties as may be prescribed try the Recording Secretary, the Caucus Chairperson or the Executive Committee.

Corresponding Secretary

The Corresponding Secretary shall be in charge of the Courtesy Committee, shall send out all correspondence relative to the Caucus, receive and read all pertinent correspondence at the



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Executive Committee and General Monthly Meetings; perform such other duties as may be prescribed by the Recording Secretary, the Executive Committee or the Caucus Chairperson.

Treasurer

The Treasurer shall be in charge of and responsible for all "general" funds of the organization. The Treasurer shall receive from the Financial Secretary all "general" funds collected by the Financial Secretary due and payable to the organization from any source; and the Treasurer shall deposit all such "general" funds in the name of the organization in a general account in such depositories as shall be selected in accordance with the provisions of Article IX . The Treasurer shall maintain accounting records consistent with acceptable general accounting principles; give monthly written financial reports to the Executive Committee for use at the Executive Committee meetings, monthly written financial reports to the membership at the General Monthly meetings. Prepare or cause to be prepared annual financial statements of the organization and with the Financial Secretary in fundraisers and in general, perform all of the duties incident to the office of Treasurer and such other duties as may be prescribed by the Caucus Chairperson or by the Executive Committee. {Amended 05/18/08.}

Financial Secretary

The Financial Secretary shall receive and give receipts for monies due and payable to the organization from any source, keeping separate and apart from general "funds collected and received from PAC funds collected and received. The Financial Secretary shall turn all "general" funds collected over to the Treasurer of the General Body and shall turn all PAC funds collected over to the Treasurer of the Political Action Committee. The Financial Secretary shall work with the Treasurer of both the General body and the Treasurer of the Political Action Committee, the Chairperson of the Budget Committee and shall help in preparing financial reports. In the absence of the Treasurer of the General Body, or in the event of said Treasurer's inability or refusal to act, the Financial Secretary shall perform the duties of the Treasurer of the General Body and when so acting shall have all the powers of and be subject to all the restrictions upon the Treasurer. The Financial Secretary shall perform such other duties as may be prescribed by the Treasurer of the General Body, the Treasurer of the Political Action Committee, the Caucus Chairperson and the Executive Committee.

The Historian shall collect, disseminate and maintain historical records and memorials of the Caucus.



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Parliamentarian

The Parliamentarian shall keep the Meetings of the General body and Executive Committee moving in an orderly Method and according to the Robert's Rules of Order, Newly revised.