

Regional Representative

Green Party of California Coordinating Committee

Job Description

The duties of Green Party Of California - Coordinating Committee (GPCA-CC) Regional Representatives include:

- ❖ All activities to do with the facilitation and maintenance of active status (GPCA bylaws Article 4), of the counties in the region.
- ❖ All activities to do with maintaining a pro-active role as a voting member of the GPCA-CC, not limited to and including GPCA bylaws Art.7 Sec.1.3.

Specific duties:

1. Activate periodic regional meetings, and/or regional caucus at GPCA General Assemblies.
2. Solicit the organization of inactive counties, and provide pro-active guidance and assistance to counties seeking active status.
3. Provide pro-active guidance and assistance to counties whose county organization is in need of support, restructuring or is malfunctioning.
4. Attend all GPCA-CC meetings, teleconferences, voting sessions, and GPCA General Assmeblies. Also to maintain participation in GPCA-CC tasks and committee work. Appoint a standing alternate to attend/vote in case of an unavoidable absence. It is preferable that the alternate is an ongoing position (GPCA bylaws Art.7 Sec.1.5), and will assist in the regional reps. duties.
5. Be attentive to, and participate in if necessary, the GPCA-CC listserv at a minimum of twice a week. Those participating without online capabilities will require additional communication effort (shared computer, library computer, telephone).
6. Insure the flow of information between the GPCA and counties.
7. Help maintain GPCA databases regarding both active and inactive counties, e.g. county contacts, bylaws, county councils, etc.
8. Inform the GPAC-CC co-coordinators when communication is interrupted, e.g. computer failure, vacation, resignation, so that any adjustments necessary can be made.
9. Maintain a working knowledge of the GPCA bylaws and platform, and perform Coordinating Committee duties accordingly.
10. Encourage personal responsibility by actively recruiting and training GP members who indicate interest in future regional rep or at-large GPCA-CC positions.

At large Representative

Green Party of California Coordinating Committee

Job Description

The duties of the Green Party Of California - Coordinating Committee (GPCA-CC) At-Large Representatives include:

All activities to do with maintaining a pro-active role as a voting member of the GPCA-CC, not limited to and including GPCA bylaws Art.7 Sec.1.3.

Specific duties:

1. At-large GPCA-CC positions supplement the tasks of the CC beyond those required of regional representatives. Those tasks of brief, intense or sustained work periods, such as: agenda committee, database updates, maintenance of rosters, ad-hoc committees, etc. At-large rep. should be prepared to assist CC/SC/WG co-coordinators as needed.
2. At-large CC positions supplement regional rep. positions as needed. To assist, or take a leading role of a regional representative as absences, emergencies, and work-loads dictate.
3. Provide pro-active guidance and assistance to ad-hoc committees, SCs and WGs and locals whose organization is in need of support, restructuring or is malfunctioning.
4. Attend all GPCA-CC meetings, teleconferences, voting sessions, and GPCA General Assemblies. Inform co-coordinators of impending absences or scheduling changes in a timely manner, so that any necessary adjustments may be made promptly
5. Be attentive to, and participate if necessary, in the GPCA-CC listserv at a minimum of twice a week. Those participating without online capabilities will require additional communication effort (shared computer, library computer, telephone).
6. Inform the GPAC-CC co-coordinators when communication is interrupted, e.g. computer failure, vacation, resignation, so that any necessary adjustments may be made promptly.
7. Maintain a working knowledge of the GPCA bylaws and platform, and perform Coordinating Committee duties accordingly.
8. Encourage personal responsibility, and cultivate truly interested greens, by actively recruiting and training GP members who indicate interest in future GPCA-CC regional rep or at-large rep, standing committee or working group positions.