

NEW HAMPSHIRE 2024 ELECTION SCHEDULE AND ELECTED OFFICIAL JOB DESCRIPTIONS

(Last updated 3/22/24)

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A. INTRODUCTION

These job descriptions are intended to be a candidate recruitment tool.

Each of us have agreed to help Republicans win elections. The first step in doing that is to recruit strong candidates.

Experience has found that when approaching someone about running, we are invariably asked: “*What’s required?*” This document was created to help answer this question.

B. REMUNERATION

Some elected positions are salaried and these are the annual figures as of 2024.

State Senator - \$100 plus official travel mileage

State Representative - \$100 plus official travel mileage

County Commissioner - \$12,136 (Chair receives \$12,694)

County Attorney - \$104,060

County Sheriff - \$78,234

County Treasurer - \$7,228

County Register of Deeds - \$72,785

Executive Councilor - \$17,828

Governor - \$144,483

C. 2024 ELECTION SCHEDULE AND FILING INSTRUCTIONS

Filing Period - June 5-14, 2024

State Primary Election - September 10, 2024

General Election - November 5, 2024

JUNE 3

Last day for clerks to post Notice of Primary in two (2) public places in the town or ward.
RSA 655:11, 12 (Date set as June 3 so posting occurs prior to the beginning of filing period)

JUNE 4

Supervisors to be in session for change of party registration between the hours of 7:00 – 7:30 pm and at the discretion of the supervisors for additional hours. Additions and corrections to checklist may be made. RSA 654:32

Last day for voters already registered to change or declare a party affiliation. Only undeclared voters may declare a party and vote on primary election day. RSA 654:34

Voters who register subsequent to this date may declare a party when they register. RSA 654:15

JUNE 5 – 14

Filing period for all offices for state primary election. RSA 655:14; 652:20

Filing period for declarations of intent for all candidates who wish to file nomination papers to run as independents in general election. All candidates filing declarations of intent shall file with the Secretary of State. RSA 655:14-a, 17-a, 17-b, 17-c, 40-45

Declaration of Candidacy. RSA 655:17

Clerks to send declarations of candidacy to Secretary of State every day. In addition, the clerks shall provide to the Secretary of State, electronically, on a daily basis, a summary of filings. RSA 655:18

Administrative assessment fees, primary petitions, assents to candidacy. RSA 655:19-c, 21, 25

Examination and rejection of primary petitions. RSA 655:26

Forward of petitions and assents by clerks to Secretary of State, on same day they are received. RSA 655:27

Affidavit of qualifications. RSA 655:28, 29

Candidate shall designate a fiscal agent. RSA 664:12 Candidate may designate himself/herself as fiscal agent.

JUNE 14

5:00 pm – Filing a declaration of candidacy or a declaration of intent with the Secretary of State on the last day of the filing period, must be done in person. RSA 655:15, 16; 652:20; 655:43, II

If a person must file a declaration of candidacy with a town or city clerk and is filing on the last day of filing period, he or she must do so in person. 655:15, 16

Any candidate who wishes to withdraw must do so in writing no later than 5:00 pm on the last day of the filing period with the Secretary of State. RSA 655:30

Disqualification of candidates. RSA 655:33, 38 / Death of candidate. RSA 655:34, 39

JUNE 19

Deadline for candidates to file complaints that an opposing candidate is not a bona fide candidate (straw candidate) RSA 655:31

Last day for appropriate party committee to fill vacancy on party tickets. Affidavit of qualifications required for candidates for governor, executive councilor, state senator, and state representative. RSA 655:32

Last day to file supplemental primary petitions in case of rejected petitions. RSA 655:26

5:00 pm – Report of receipts and expenditures due by political advocacy organizations, political committees, including the political committee of a political party and the political committee of a candidate. RSA 664:6, I; 664:21, IV

CANDIDATES FILING DECLARATIONS OF CANDIDACY

All persons filing as a Republican or Democratic candidate for the State Primary Election must file a Declaration of Candidacy, a Statement of Financial Interests (RSA 15-A), and pay the administrative assessment fee OR the required Primary Petitions accompanied by an Assent to Candidacy.

The following persons must file with the Secretary of State. Filings made on the last day of the filing period MUST be IN PERSON by the candidate (June 14, 2024 5:00 p.m.)

For *Governor*, the administrative assessment fee is \$100 OR 200 primary petitions with an assent to candidacy.

For *United States Senator*, the administrative assessment fee is \$100 OR 200 primary petitions with an assent to candidacy.

For *Representative in Congress*, the administrative assessment fee is \$50 OR 100 primary petitions with an assent to candidacy.

For *Executive Councilor*, the administrative assessment fee is \$25 OR 50 primary petitions with an assent to candidacy.

For *State Senator*, the administrative assessment fee is \$10 OR 20 primary petitions with an assent to candidacy.

For *County Office*, the administrative assessment fee is \$10 OR 50 primary petitions with an assent to candidacy.

The following persons must file at the Town or City Clerk's Office where the candidate is domiciled. Filings made on the last day of the filing period MUST be IN PERSON by the candidate (June 14, 2024 5:00 p.m.)

For *Representative to the General Court*, the administrative assessment fee is \$2 OR 5 primary petitions with an assent to candidacy.

For *Delegates to the Republican State Convention*, no fee OR petitions are required.

D. ELECTED OFFICIAL JOB DESCRIPTIONS

* The narratives for these job descriptions were obtained using various publicly available online information.

STATE REPRESENTATIVE

State Representatives are paid \$100 a year and receive mileage reimbursements for official travel. To be eligible to run for the State House, a candidate must be at least 18 years of age, a registered voter, domiciled in New Hampshire for at least 2 years, and reside in the district from which he or she is seeking election. All vacancies are filled by special elections.

The purpose of this document is to provide prospective NH State Rep candidates with a job description so they can decide this is something they'd like to pursue. Based on my interviews and general feedback, the role of NH State Rep is a rewarding responsibility. It is appealing to individuals who want to feel good about themselves and their contribution to the running of the State.

If you are elected, what next?

As soon as you are elected, it's like jumping on to a train that's already running! In November, you will receive two days of orientation training. In December, you will be sworn in.

The first week of January you will be provided with an introduction, shown where your seat in the legislature is, and be provided a calendar and a journal. The calendar is updated every week and will describe when the next sessions are and what will be voted on. The journal will provide you background on each bill. You'll attend sessions to vote on bills.

How will you vote on bills?

There are approximately 25 sessions, each being anywhere from 4 to 8 hours in length. You will be asked to vote on each bill (aye or nay), you cannot abstain. You may be voting on 1,000 bills over a several month period.

You could be asked to vote on Bills of Consent, which are a large group of bills that are grouped together. Some bills require a floor vote, which could be a voice vote or a roll call vote where you can press a button. Usually someone will explain the pros and cons of voting for each bill.

By the end of February, you will have voted on bills to be sent to the Senate. Then, until the end of April, you will be asked to vote on bills amended by the Senate. In May, you will be voting on any bills that require a 2/3rd majority in the House and Senate to override a governor's veto.

What about committees?

During your orientation in November, you will be provided with a list of committees. You can prioritize three committees you may want to serve on. Some representatives might not choose to serve on any committee, but it's generally expected to serve on one or more committees. There are 25 standing committees.

The House Speaker will determine the committee assignments. Usually there are 20 Reps on a committee, with the number of Republicans and Democrats representing the ratio in the House. You will be asked to join committee meetings. Within each committee, various bills will be proposed. Every bill gets a public hearing. The committee then votes on the bill and decides if it will be presented on the floor of the House. There are meetings and information sessions you attend to find out more information on the topics relevant to your committee.

What about budgets?

The Governor creates a budget which is approximately 3 billion dollars. There is a Finance committee, and three subcommittees, that review the budget bills. The budget is two bills, HB-1 and HB-2. HB-1 is the high level of the budget and HB-2 is the details. You will vote on the budget. (*Please note that this document is not attempting to describe the budget process in detail, as that would require a separate document).

How much time is involved?

At the minimum, you should do your best to show up at the approximately 25 sessions, each being an average of 4-8 hours in length. Sessions are held on Thursdays from January until June.

You may get calls and emails from your constituents. Some constituency service may be required, where you expedite their problem with a government agency to help the voter solve their problem. You may be asked to attend events, meetings, and

information sessions. You'll also be out doing light campaigning throughout the two-year cycle, with heavier campaigning in the last six months leading up to the election.

Consider the drive. You will be required to drive (or carpool) to Concord. If you belong to other committees, you may be required to attend anywhere from a meeting a month to one or more meetings per week. Some lawmakers can choose to work full time on this, while others have flexible daytime jobs and families and might not be able to commit more than one or two half days a week.

Benefits of being a State Representative

You are treated well by staff in the State House. You have the feeling you are doing something special, helping to manage and direct the affairs of the State of New Hampshire. You will be respected for your service, your problem solving and decision-making abilities. You'll certainly grow as an individual. You'll meet some very fine people who may become your lifelong friends. It is an honor and privilege to serve in the New Hampshire House of Representatives.

STATE SENATOR

Senators are paid \$100 a year and receive mileage reimbursements for official travel. To be eligible to run for the Senate, a candidate must be at least 30 years of age, have lived in New Hampshire for at least seven years immediately preceding the election, and reside in the district from which he or she is seeking election. All vacancies are filled by special elections.

The New Hampshire State Senate was established in the New Hampshire Constitution of 1784. The New Hampshire Senate is the upper house of the [New Hampshire General Court](#), alongside the lower [New Hampshire House of Representatives](#). The Senate consists of 24 members representing Senate districts based on population. They are elected every two years.

As the Constitution states, the Senate President serves as "acting governor" whenever the Governor is out of the state or otherwise unable to perform the duties of the office. In addition to Senate President, the Senate is run by a leadership team that includes President Pro Tempore, Majority Leader, Opposition Leader, Deputy Opposition Leader, Finance Committee Chair, and Dean of the Senate.

For the 2023-2024 legislative session, the Senate has twelve standing committees: Capital Budget, Commerce, Education, Election Law and Municipal Affairs, Energy & Natural Resources, Executive Departments & Administration, Finance, Health & Human Services, Judiciary, Rules & Enrolled Bills, Transportation, and Ways & Means. Each committee is led by a chair and vice-chair who preside over all public hearings.

GRAFTON COUNTY COMMISSIONER

The Commissioner's Office is located at 3855 Dartmouth College Highway in North Haverhill, the County seat. The Grafton County Commissioners meet every Tuesday morning at 9:00 AM in the Administrative Conference room unless otherwise posted.

This office is the primary office for the Board of Commissioners. The Commissioners collectively administer the business of the County and exercise budgetary control over County operations, preparing the annual budget for approval by the Legislative Delegation, authorizing department expenditures and the payment of bills and managing County buildings and land. Commissioners hire the County's professional administrators including (in Grafton County) a County Administrator, Nursing Home Administrator, Superintendent of Corrections, Human Resources Director, Farm Manager, Human Service Administrator, Information Technology Manager and Maintenance Superintendent.

The Board of Commissioners duties are mandated by NH Statue RSA 28. The Commissioners are part-time elected officials responsible for overall supervision of County Departments, buildings and land, and exercise budgetary oversight over all County expenditures.

Commissioners develop and adopt county laws on a wide variety of topics such as public health, parks, solid waste management, roads and highways, zoning and land use. One of the central roles commissioners perform in county management is overseeing the personnel system.

Grafton County Commissioner Districts

DISTRICT 1:

Enfield, Hanover and Lebanon

DISTRICT 2:

Bath, Benton, Bethlehem, Easton, Franconia, Haverhill, Landaff, Lincoln, Lisbon, Littleton, Lyman, Lyme, Monroe, Orford, Piermont, Sugar Hill, Thornton, Waterville Valley and Woodstock.

DISTRICT 3:

Alexandria, Ashland, Bridgewater, Bristol, Campton, Canaan, Dorchester, Ellsworth, Grafton, Groton, Hebron, Holderness, Orange, Plymouth, Rumney, Warren and Wentworth.

The Grafton County Commissioner's annual salary is currently \$12,136.

GRAFTON COUNTY ATTORNEY

The Office of the Grafton County Attorney is responsible for prosecuting all felonies committed in Grafton County except first and second-degree homicides. The office also prosecutes misdemeanor and juveniles appeals to the Grafton County Superior Court and conducts grand jury proceedings in the County. The County Attorney's Office assists police with advice on criminal investigations and with training on legal issues. The Grafton County Attorney's primary responsibility is to see that justice is accomplished. The prosecutor serves the community as a whole and seeks justice for society. Within the Office of the Grafton County Attorney is a Victim-Witness program whose role is to ensure victims have a voice in the criminal justice process.

The Grafton County Attorney's annual salary is currently \$104,060.

GRAFTON COUNTY REGISTER OF DEEDS

The Registry of Deeds Office processes information as it relates to the buying and selling of real property. The recording of important documents is one of the oldest functions performed by government. The recording process is mandated and governed by the law of the State of New Hampshire. The data base of the Grafton County Registry of Deeds contains over 5 million images of documents, and over 30,000 images of subdivision plans and surveys. Only copies obtained from the official Registry of Deeds records are considered to be the official public record.

Preventing mortgage fraud and identity theft is a top priority of your Grafton County Registry of Deeds Office. The Register's office has made a conscious effort to be on the lookout for documents that may involve deed or mortgage related fraud. For your protection, consider subscribing to their "FREE" Property Fraud Alert website for real-time monitoring and notification of any potentially fraudulent activity of interest to you.

The Grafton County Register of Deeds' annual salary is currently \$72,785.

GRAFTON COUNTY SHERIFF

High Sheriffs are the chief law enforcement officer of their county. They are responsible for leading, guiding and directing the operations of the Grafton County Sheriff's Office.

The Office of the Sheriff performs a variety of duties; oversees writs and summons, security in county courts, and transportation between correctional facilities, and assists with investigations in towns and cities in their jurisdiction.

In addition to their primary duties, the Sheriff's Office also provides assistance, as needed, to other New Hampshire law enforcement agencies, including responses to emergency situations and critical incidents.

The Grafton County Sheriff's annual salary is currently \$78,234. New Hampshire Sheriffs have mandatory retirement at 70 years old.

GRAFTON COUNTY TREASURER

NH counties share the services of multiple municipalities for greater efficiencies and economies of scale. County treasurers oversee the finances for these taxing and service-providing bodies. They help create financial plans and budgets, collect and disburse funds, and manage accounting services.

A county treasurer oversees the collection of funds that come into the county. In addition to collecting monies, the treasurer is responsible for sending out bills, depositing funds received, performing audits and keeping the county's funds safe. Money comes into counties via sales taxes from merchants, property taxes from homeowners and businesses.

Depending on how the county operates and the size of some of the municipalities (which might include unincorporated communities), the treasurer's office might collect the monies due to some municipalities, school districts, the state and taxing agencies within the county.

Some funds that counties receive are paid to specific county departments, such as driver's license fees paid to the Department of Motor Vehicles or property taxes paid to the tax assessor's office. If the county sells bonds or makes special assessments, the county treasurer's office collects these.

When the county has excess or unused funds, the treasurer invests that money to improve the county's financial position. Excess funds refer to those the county has that it doesn't plan on spending, at least this fiscal year. Unused funds are those that will be used later in the year, but are currently available to put into a six-month certificate of deposit, for example.

The county treasurer's office is responsible for the bookkeeping and accounting those records, tracks and updates the county's financial situation. Like any other business entity, a county treasurer's office prepares and use financial reports such as a general ledger, balance sheet, income statement, accounts receivables and payables reports, and cash flow statements.

The county treasurer's office also makes sure the books are kept in compliance with all county, state and federal laws. County treasurers might conduct internal audits of its books on a regular basis, or hire an external auditor to spot errors or fraud.

The Grafton County Treasurer's annual salary is currently \$7,228.

GRAFTON COUNTY REGISTER OF PROBATE

And voters decided that the register of probate position will remain, although most of the duties associated with that position were removed in a 2011 court restructuring. Before 2011, register of probate was a salaried, professional position, and registers would assist citizens navigating the probate court. That court handles estates, wills, adoption, and guardianship.

The 2011 restructuring removed the position's salary, office, duties, and telephone, but since it's mentioned in the constitution, elections for the office are still held in each county. Some in favor of preserving the register position argue that its duties should be restored, as people would provide better customer service than the call center that took their place.

DELEGATES TO THE STATE REPUBLICAN CONVENTION

Candidates must be at least 18 years of age and a registered voter in the county where domiciled. Must also be aware of other provisions of law regarding qualifications for particular county offices.

Delegates must complete a ballot registration form at their town's Office of Town Clerk. Registration filing period for the September Primary election is the prior June. Check Town Clerk for specific filing period dates. Win City/Town delegate Race in GOP Primary, to become a Delegate.

Delegates and other candidates on the September Primary ballot (not local positions like School Board, Select Board, or other city/town positions) who win their primary race are authorized electors who will vote in December at a County caucus to elect the county delegation of State Committee members.

STATE COMMITTEE MEMBER

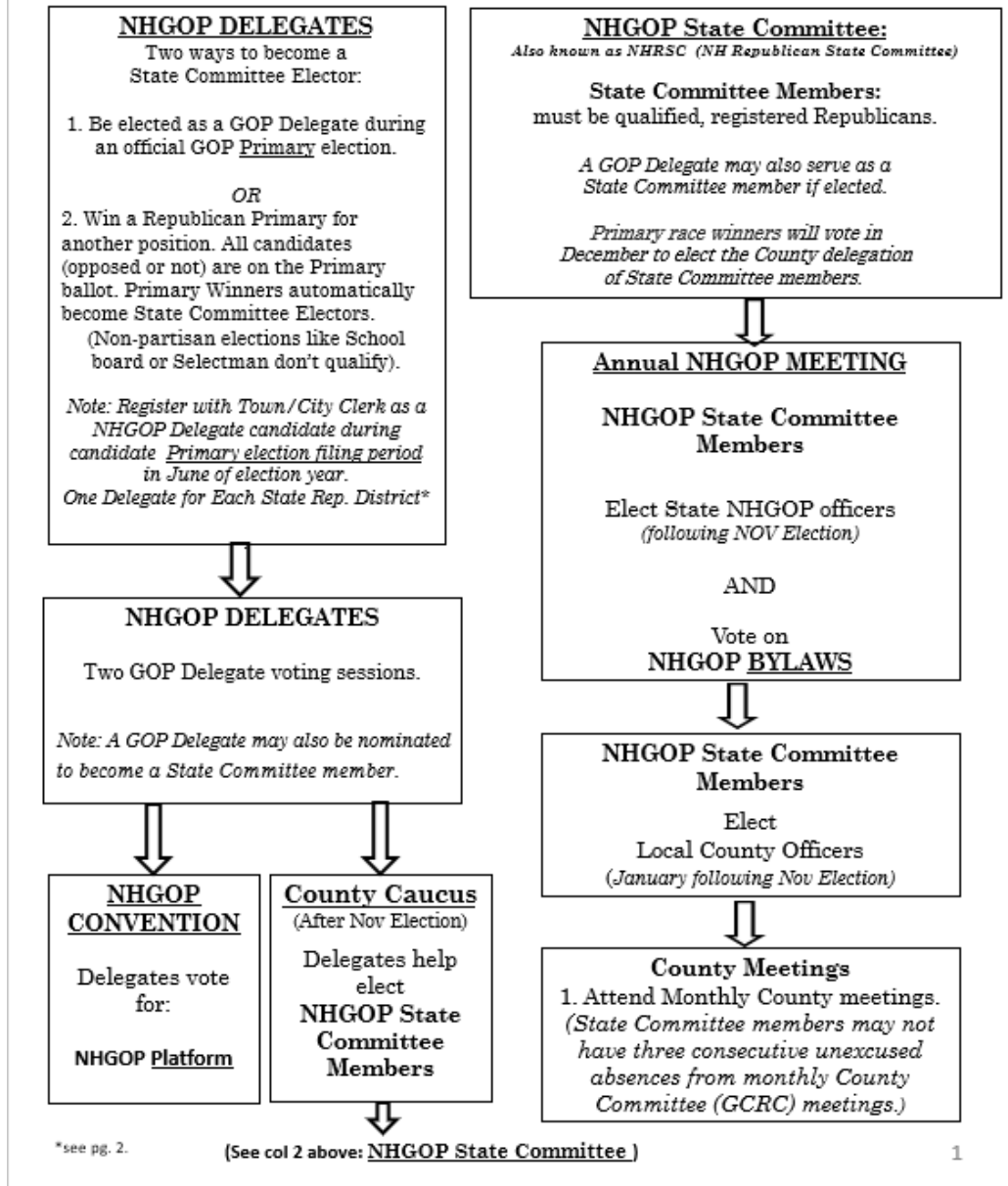
The State Republican Party determines how many State Committee members are authorized for each county. Grafton County currently has 46. State Committee members are expected to attend monthly meetings where they vote on business and policy items related to the county committee.

The Grafton County Republican Committee organizes a list of nominees for State Committee membership. Delegates vote to elect State Committee members.

A Delegate is also eligible to be elected to the State Committee.

New Hampshire Election & Voting Process: GOP Delegates & New Hampshire State Committee Members.

GCRC Process Flow: February 2024



EXECUTIVE COUNCILOR

The Executive Council of the State of New Hampshire has the authority and responsibility, together with the Governor, over the administration of the affairs of the State as defined in the New Hampshire Constitution, the New Hampshire statutes, and the advisory opinions of the New Hampshire Supreme Court and the Attorney General.

Each of the five Executive Councilors represents one fifth of the population or approximately 263,000 citizens. Councilors are elected every two years, concurrently

with the Governor. The Councilors participate in the active management of the business of the state. They receive assistance from the Commissioner of the Department of Administrative Services and the Attorney General who review requests involving state funds since no expenditure can be legally authorized without the availability of adequate funds.

To seek office as an Executive Councilor a candidate must be 30 years of age, a registered voter and domiciled in New Hampshire for at least 7 years. The candidate must also live in the district they are running in.

The Executive Councilor annual salary is currently \$17,828.

UNITED STATES REPRESENTATIVE

Also referred to as a congressman or congresswoman, each representative is elected to a two-year term serving the people of a specific congressional district. Among other duties, representatives introduce bills and resolutions, offer amendments and serve on committees. The number of representatives with full voting rights is 435, a number set by Public Law 62-5 on August 8, 1911, and in effect since 1913. The number of representatives per state is proportionate to population.

The duties carried out by a Member of Congress are understood to include representation, legislation, and constituent service and communication, as well as electoral activities. The expectations and duties of a Member of Congress are extensive, encompassing several roles that could be full-time jobs by themselves. Despite the acceptance of these roles and other activities as facets of the Member's job, there is no formal set of expectations or official explanation of what roles or duties are required, or what different Members might emphasize as they carry out their work. In the absence of such formal authorities, many of the responsibilities that Members of Congress have assumed over the years have evolved from the expectations or preferences of Members and of their constituencies.

Upon election to Congress, Members typically begin to develop approaches to their jobs that serve a wide range of roles and responsibilities. Given the dynamic nature of the congressional experience, priorities placed on various Member roles tend to shift in response to changes in tenure, committee assignment, policy focus, district or state priorities, institutional leadership, and electoral pressures. In response, the roles and specific duties of a Member may be highlighted or de-emphasized accordingly.

Although elements of all the roles described can be found among the duties performed by any Senator or Representative, the degree to which each is carried out differs among Members. Each Member may also emphasize different duties during different stages of his or her career. With no written requirements, each Member is free to define his or her own job and set his or her own priorities.

To be elected, a representative must be at least 25 years old, a United States citizen for at least seven years and an inhabitant of the state he or she represents. The US Representative annual salary is currently \$174,000.

UNITED STATES SENATOR

The Senate is considered the upper chamber of congress. Every state elects two U.S. Senators that make up the 100 members in the Senate. These senators are elected to serve six-year terms and are a part of the Legislative branch of government. Their constitutional powers include; proposing legislation, drafting or amending bills, filibuster(delay or block legislation via prolonged debate), oversight of the federal budget, and the executive branch by approving or rejecting presidential appointees for agencies. The Senate approves treaties with foreign nations that were negotiated by the Executive branch. The Senate also has the power to convict an executive or judicial official with a two-thirds vote in an impeachment trial. The Vice President is considered the President of the Senate but can only vote if there is a tie. There are 20 committees in the U.S. Senate.

In order to be elected to the U.S. Senate a person must be at least 30 years old, a citizen of the United States for nine years or more, and a resident of the state that they represent. Senators are elected for six-year terms, and every two years 1/3 of the Senate is up for re-election. The US Senator annual salary is currently \$174,000.