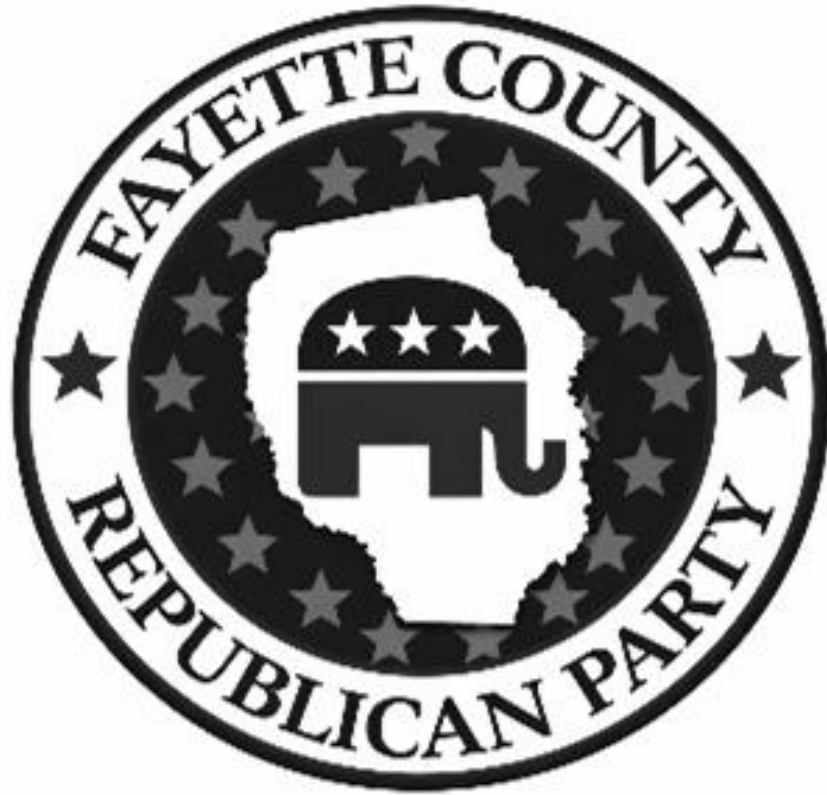


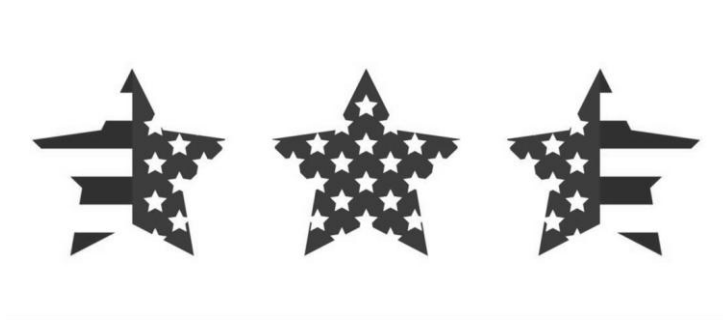


Fayette County Republican Party COMMITTEE PROCEDURES

APPROVED

Fayette County Republican Party Executive Board

??/??/2026



We extend sincere appreciation to our dedicated volunteers who understand the importance of our mission and work tirelessly in support of our nation.

“The price of freedom is eternal vigilance.”

Thomas Jefferson

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INTRODUCTION

A. PURPOSE OF THE PROCEDURES MANUAL

The Fayette County Republican Party Procedures Manual is intended to provide clear, consistent, and practical guidance for the operation of the Party and its committees. This manual serves as a working reference for officers, committee chairs, volunteers, and members to ensure that all activities are conducted in an organized, efficient, and professional manner.

The Procedures Manual is designed to:

- Establish standard operating procedures for key functions and committees
- Promote consistency and continuity across leadership transitions
- Clarify roles, responsibilities, and expectations
- Support effective coordination among committees and Party leadership
- Preserve institutional knowledge and best practices

This manual is not intended to replace the Party bylaws or governing rules, but rather to supplement them by providing detailed procedures for day-to-day operations.

B. ORGANIZATIONAL OVERVIEW

The Fayette County Republican Party operates as a structured, volunteer-driven organization dedicated to advancing Republican principles, supporting candidates, and engaging voters within the county.

The Party is governed by the County Committee and Executive Board and operates through a system of standing committees, each with defined responsibilities that contribute to the overall mission of the organization. These committees work collaboratively to support Party operations.

Key components of the organizational structure include:

- **Precinct Committee** – Connects the Party directly to voters at the local level
- **Executive Board** – Provides direction and oversight
- **Standing Committees** – Carry out core operational functions of the Party
- **Special Committees** – Appointed as needed for specific tasks
- **Volunteer Members** – Support activities, events, and outreach efforts

Effective coordination and communication among these components are essential to achieving the Party's goals and maintaining a strong and active organization.

INTRODUCTION

C. GUIDING PRINCIPLES

All activities conducted under this Procedures Manual should reflect the following guiding principles:

Organization and Professionalism

The Party strives to maintain a well-organized and professional environment in all operations, communications, and events.

Consistency and Accountability

Procedures should be followed consistently to ensure reliability, fairness, and accountability across all committees and activities.

Transparency and Integrity

The Party is committed to operating with transparency, ethical conduct, and integrity in all financial, operational, and public-facing activities.

Collaboration and Communication

Committees and leadership should work collaboratively, maintaining open and effective communication to support shared goals.

Member Engagement and Growth

The Party prioritizes welcoming, engaging, and retaining members while actively working to grow participation and involvement.

Continuity and Improvement

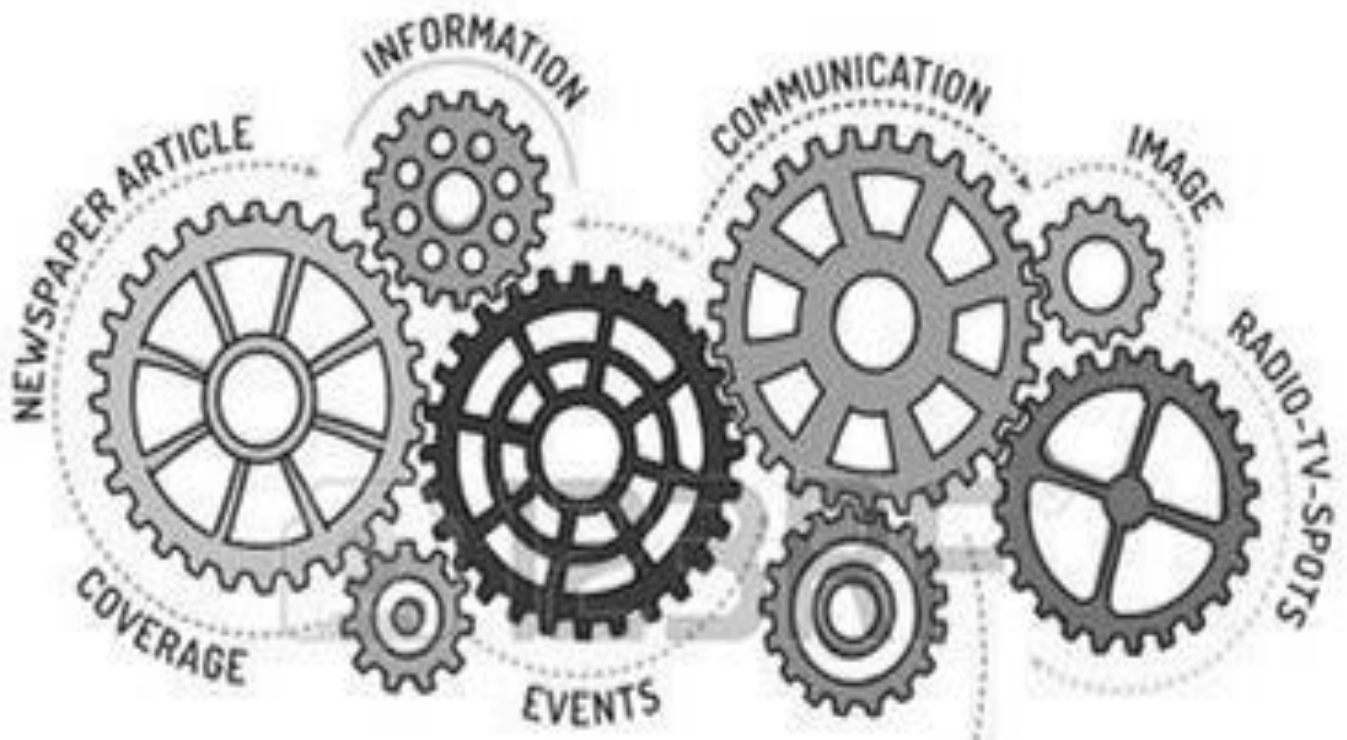
Procedures should be documented, reviewed, and improved over time to ensure continuity and to build upon past successes.

CONFIDENTIAL DRAFT

STANDING COMMITTEES



COMMUNICATIONS and PUBLIC RELATIONS



COMMUNICATIONS & PUBLIC RELATIONS

MISSION

The Communications / Public Relations Committee is responsible for managing the Party's internal and external communications to ensure clear, consistent, and effective messaging. The Committee oversees the Party's website, social media platforms, and email communications to inform members, engage the public, and promote the Party's values, events, and initiatives. The Committee also plays a key role in shaping the Party's public image and maintaining relationships with the media and community.

COMMITTEE STRUCTURE

The Communications / Public Relations Committee is a standing committee led by the Communications Chair. The Chair engages volunteers to assist with website management, email communications, social media, media relations, and content creation.

CORE RESPONSIBILITIES

The Communications / Public Relations Committee is responsible for:

- Managing and maintaining the Party website
- Managing official social media accounts
- Overseeing email communications and distribution lists
- Developing consistent messaging and branding
- Supporting communication needs of all committees
- Maintaining media and public relations efforts
- Monitoring communication performance and engagement

COORDINATION

The Communications / Public Relations Committee works closely with:

- Executive Board – for direction, approvals, and messaging priorities
- Fundraising Committee – to promote events and fundraising campaigns
- Outreach & Operations – to develop and provide Party literature for precinct use

STANDARD PROCEDURES

Website Management

- Maintain and update the Party website with current and accurate information
- Post event details, announcements, and press releases in a timely manner
- Ensure the website is user-friendly, mobile-responsive, and accessible
- Monitor website traffic and engagement to improve effectiveness
- Maintain secure access to website credentials in coordination with the Chairman

COMMUNICATIONS & PUBLIC RELATIONS

Email Communications

- Manage email communications to members and supporters
- Prepare and distribute newsletters, announcements, and action alerts
- Maintain and update email distribution lists
- Segment lists when appropriate for targeted communication
- Monitor email performance metrics to improve engagement

Social Media

- Manage official social media accounts (e.g., Facebook, LinkedIn, X, Instagram, Rumble, etc.)
- Post regular content including updates, event promotions, and calls to action
- If engaging the public, monitor comments and messages and respond in a professional manner
- Address misinformation when necessary
- Track engagement and adjust strategy as needed

Public Relations and Media

- Develop and maintain relationships with local media outlets - Fayette County News (weekly print edition and online), The Citizen (online only)
- Prepare and distribute press releases and official statements
- Coordinate media interviews and press opportunities
- Monitor media coverage and public sentiment
- Respond to inaccurate or negative coverage when appropriate

Branding and Messaging

- Maintain consistent messaging across all communication platforms
- Ensure all materials reflect the Party's values and priorities
- Develop promotional materials including flyers, graphics, and digital content
- Coordinate messaging with other committees and leadership

Crisis Communications

- Respond to sensitive or high-profile situations in a timely and coordinated manner
- Collaborate with Party leadership to ensure accurate and consistent messaging
- Maintain basic crisis communication guidelines for unexpected events

COMMUNICATIONS & PUBLIC RELATIONS

ROLES

Roles within the Communications / Public Relations Committee may include:

- Communications Chair – Leads the Committee and oversees all communications efforts
- Webmaster – Maintains and updates the Party website
- Social Media Manager – Manages social media content and engagement
- Email Communications Coordinator – Oversees email campaigns and distribution lists
- Press Secretary – Handles media relations and press communications
- Content Creators – Develop written, graphic, and video content

FUTURE DEVELOPMENT OPPORTUNITIES

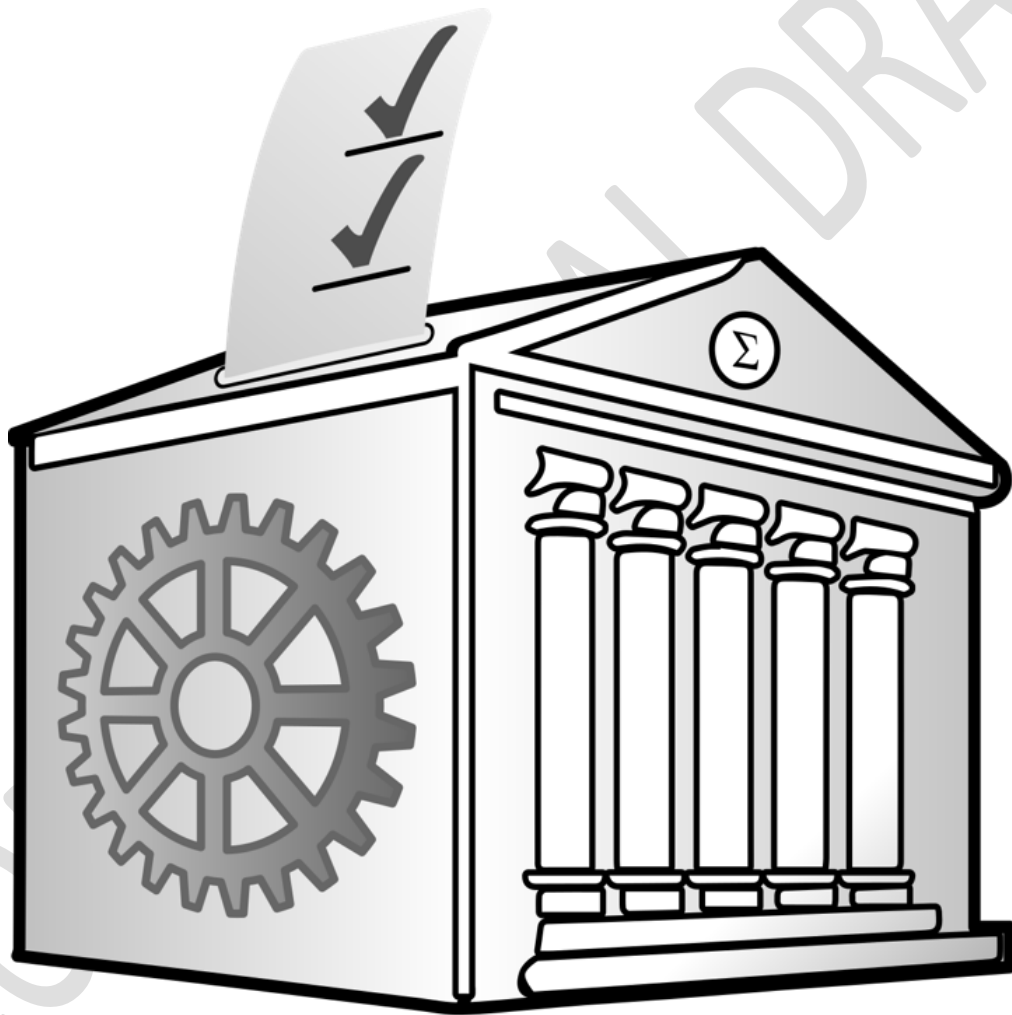
Future Communications Chairs may consider:

- Developing a formal social media policy
- Expanding video and digital content efforts
- Enhancing branding consistency across all platforms
- Improving analytics tracking and reporting

RECORDS AND ACCESS

- Maintain secure records of all website, email, and social media credentials
- Ensure continuity of access during leadership transitions
- Coordinate credential access with the Chairman

ELECTIONS



ELECTIONS

MISSION

The Election Committee is responsible for overseeing county election operations and ensuring election integrity throughout Fayette County. This committee plays a critical role in planning, coordinating, managing and monitoring election activities, as well as overseeing election staffing, including poll workers, poll watchers, absentee ballot monitors, and election auditors.

COMMITTEE STRUCTURE

The Election Committee is a standing committee led by the Election Chair.

CORE RESPONSIBILITIES

The Election Committee is responsible for:

- Establishing and managing an Election Operations Center (EOC) to monitor all election-related activities
- Collecting and documenting election concerns
- Coordinating the reporting and resolution of issues
- Monitoring election certification procedures
- Maintaining awareness of state election laws
- Recommending improvements to election processes
- Preparing and submitting a final post-election report to the FCRP summarizing voter participation metrics, election observations, reported issues, irregularities, and recommendations for future elections

STANDARD PROCEDURES

- As permitted by GA law and Sec. of State guidelines, recruit, schedule, & coordinate election volunteers
- Facilitate required training for poll watchers and absentee ballot monitors to obtain necessary election certifications and maintain a qualified volunteer roster for future elections
- Encourage FCRP members to apply for paid positions as poll workers or Fayette County Election Office staff and maintain a list of members who apply for or serve in these positions
- Serve as poll watchers during early voting and on Election Day
- Monitor election equipment testing prior to elections
- Monitor Fayette County Election Office operations on Election Day to ensure procedures are properly followed, votes are accurately counted and reported, and required voting materials are secured
- Monitor the processing of absentee ballot requests and absentee ballot handling procedures to ensure compliance with applicable laws and procedures

ELECTIONS

- Ensure poll watchers and absentee ballot monitors identify and promptly report any issues, irregularities, or concerns to the Election Operation Center (EOC).
- Establish reporting procedures and documentation processes to ensure voting violations, voter complaints, and election disruptions are addressed in a timely and organized manner
- Operate the Election Operations Center (EOC) to serve as the central coordination and reporting hub for Election Committee activities during election periods. The EOC is responsible for:
 - ✓ Maintaining communication with election volunteers and committee leadership
 - ✓ Collecting daily poll watcher reports
 - ✓ Reporting unresolved election concerns to appropriate authorities
 - ✓ Escalating unresolved concerns to appropriate election authorities or party leadership

COORDINATION

The Election Committee works closely with

- The Operations & Outreach Committee Chair to support precinct organizations involved in voter registration efforts and Get Out The Vote (GOTV) activities
- The Headquarters Chair to assist with when headquarters serves at the EOC

The Election Committee also:

- Coordinates with state and national Republican election integrity organizations and election offices to report and address election-related issues when appropriate
- Recommends voter education initiatives to the Operations Committee regarding voter rights and responsibilities, voting options, procedures for addressing issues at polling locations, and methods for reporting suspected fraud or irregularities.
- Recommends policies, procedures, or legislative initiatives that promote election integrity and protect against voter suppression, fraud, and other threats to the election process. Committee members may participate in state or national election integrity organizations as appropriate.

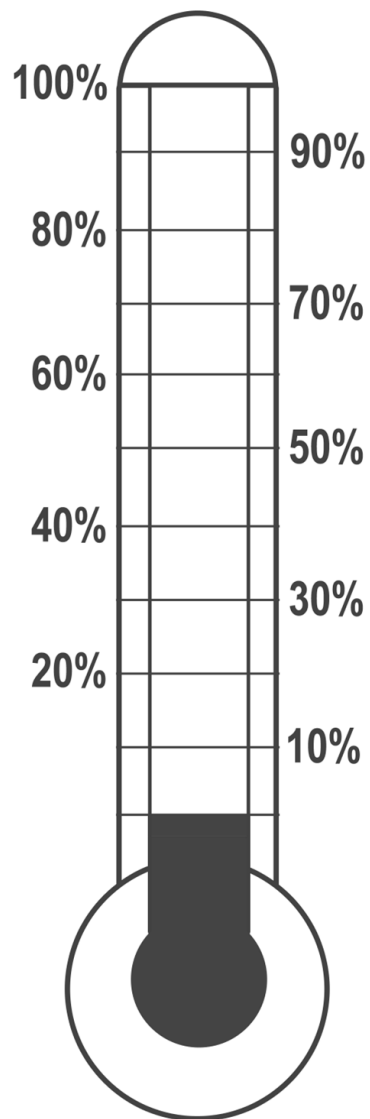
ELECTIONS

Committee Roles

Roles within the Election Committee may include, but are not limited to, the following:

- **Election Committee Chair:** Oversees all Election Committee activities, directs election operations planning, manages the Election Operations Center (EOC), and serves as the primary coordinator for election integrity activities.
- **Election Scheduler:** Coordinates and schedules volunteers required for election operations, maintains election volunteer records and scheduling documentation, and reports staffing information to the EOC.
- **Poll Watchers:** Observe polling locations to help ensure election procedures are conducted in accordance with applicable laws and regulations. Poll watchers promptly report irregularities, concerns, or operational issues to the EOC and submit required shift reports.
- **Absentee Ballot Monitors:** Observe absentee ballot processing activities at the Fayette County Elections Office to ensure compliance with applicable laws and procedures. Monitors report concerns, irregularities, or procedural issues to the EOC.
- **Election Integrity Representatives:** Monitor election operations and election law compliance. Representatives may participate in state and national election integrity groups and monitor activities of the Georgia Secretary of State, State Election Board, and Fayette County Board of Elections to encourage compliance with election laws and procedures.

FUNDRAISING



IMAGINE THE FUTURE
LONG TERM GOAL
\$100,000

FUNDRAISING

MISSION

The Fundraising Committee works to secure the financial resources necessary to support the mission, operations, and electoral efforts of the county Republican Party. The committee develops and implements fundraising strategies designed to produce consistent and substantial income, with a target of annually raising \$50,000 minimum and a long-term goal of \$100,000 through major events, donor programs, and sponsorships.

COMMITTEE STRUCTURE

The Fundraising Committee is a standing committee led by the **Fundraising Chair**. Depending on the size and activity level of the committee, the Fundraising Chair may appoint volunteers to assist with:

- Fundraising event planning
- Donor outreach and cultivation
- Sponsorship recruitment
- Event logistics and ticket sales
- Donor tracking and follow-up

CORE RESPONSIBILITIES

The Fundraising Committee is responsible for:

- Developing and implementing an annual fundraising plan
- Organizing and executing fundraising events
- Identifying and cultivating potential donors
- Soliciting sponsorships and major gifts
- Encouraging recurring donations and sponsorships
- Maintaining donor relationships
- Monitoring fundraising progress toward annual goals

COORDINATION

The Fundraising Committee works closely with:

- **Party Chair and Executive Committee** – to align fundraising priorities with party goals
- **Treasurer** – to ensure proper accounting, compliance with campaign finance laws, and reconciliation of fundraising proceeds
- **Operations Committee** – to coordinate fundraising activities with party events and logistics
- **Membership Committee** – to identify potential donors and encourage members to financially support party activities
- **Communications / Social Media** – to promote fundraising events and donor programs.

FUNDRAISING

STANDARD PROCEDURES

Fundraising Planning

- Develop an annual fundraising plan designed to generate sufficient revenue to support party operations and activities.
- Establish fundraising goals and timelines for the year.
- Present the fundraising plan to the Executive Committee for review, input, and approval.

Donor Outreach

- Identify potential donors within the membership and the broader community.
- Maintain a list of donors and prospects for future fundraising efforts.
- Conduct outreach through phone calls, emails, personal meetings, and event invitations.
- Encourage recurring donations when appropriate.

Fundraising Events

- Plan and organize two major fundraising events annually, such as a Red Gala in the fall and a March Madness event in the spring.
- Promote fundraising events through party communications, social media, and direct outreach.

Financial Coordination

- Work with the Treasurer to ensure all fundraising activities comply with applicable campaign finance laws and reporting requirements.
- Ensure all donations are processed through approved financial systems.
- Provide information to the Treasurer for reconciliation and financial reporting.

Donor Stewardship

- Thank donors promptly for their contributions.
- Maintain positive relationships with donors through ongoing communication and recognition when appropriate.
- Encourage continued involvement and support for party activities.

FUTURE DEVELOPMENT OPPORTUNITIES

Future Fundraising Chairs may consider:

- Developing a recurring donor program.
- Developing a structured donor recognition program.
- Creating sponsorship packages for major events.
- Expanding digital fundraising efforts.

FUNDRAISING

SUGGESTED STANDARD SPONSORSHIP LEVELS

Suggested sponsorship levels may include:

Platinum Sponsor – \$5,000

- Premier recognition at the event
- Reserved seating for multiple guests
- Recognition in promotional materials and event program
- Verbal recognition during the event program

Gold Sponsor – \$2,500

- Prominent recognition at the event
- Reserved seating for guests
- Recognition in promotional materials

Silver Sponsor – \$1,000

- Recognition at the event
- Recognition in event materials

Bronze Sponsor – \$500

- Recognition in event materials

Sponsorship levels and benefits may be adjusted based on the type and scale of the event.

FUNDRAISING

FUNDRAISING BEST PRACTICES & GUIDELINES

This section provides practical guidance to ensure fundraising efforts are effective, consistent, and aligned with the party's mission and goals. These best practices are intended to help current and future Fundraising Committees maximize revenue, maintain donor trust, and operate in a professional and compliant manner.

FUNDRAISING STRATEGY

- Maintain multiple fundraising streams rather than relying on a single event.
- Balance fundraising efforts between events, individual donations, sponsorships, and recurring giving.
- Set realistic but ambitious financial goals and monitor progress regularly.
- Plan fundraising activities in advance to avoid last-minute efforts.

DONOR RELATIONSHIPS

- Build long-term relationships rather than focusing only on one-time donations.
- Prioritize personal outreach for major donors whenever possible.
- Communicate regularly with donors about party activities, successes, and needs.
- Always treat donors with professionalism, respect, and appreciation.

DONOR RECOGNITION

- Acknowledge all donations promptly with a thank-you message.
- Recognize donors appropriately based on their level of support.
- Ensure recognition is consistent, timely, and meaningful.
- Avoid overlooking smaller donors, as they are essential to long-term growth.

EVENT FUNDRAISING

- Plan events well in advance and establish clear financial goals for each event.
- Focus on both revenue generation and attendee experience.
- Keep event expenses reasonable to maximize net proceeds.
- Ensure events are well-promoted and easy to attend or support.
- Follow up with attendees and donors after each event.

FUNDRAISING

FUNDRAISING BEST PRACTICES & GUIDELINES

FINANCIAL RESPONSIBILITY

- Work closely with the Treasurer to ensure accurate recordkeeping and reporting.
- Ensure all funds are processed through approved systems.
- Monitor expenses to maintain strong return on investment for fundraising activities.
- Maintain transparency in how funds are raised and used.

COMPLIANCE AND ETHICS

- Ensure all fundraising activities comply with federal, state, and local laws.
- Follow all reporting and disclosure requirements.
- Avoid any fundraising practices that could damage the party's reputation.
- Operate with integrity, transparency, and accountability at all times.

COMMUNICATION AND PROMOTION

- Coordinate messaging with the Communications / Public Relations Committee.
- Promote fundraising opportunities through multiple channels, including email, social media, and events.
- Ensure messaging is clear, consistent, and aligned with party priorities.
- Highlight the purpose and impact of donations when communicating with supporters.

CONTINUITY AND DOCUMENTATION

- Maintain clear records of fundraising plans, donor contacts, and event outcomes.
- Document successful strategies and lessons learned.
- Provide transition materials for future Fundraising Chairs.
- Ensure continuity so future committees can build on past success rather than starting over.

FUTURE IMPROVEMENT

- Regularly evaluate fundraising efforts and identify opportunities for improvement.
- Be open to new fundraising methods and technologies.
- Encourage feedback from donors, volunteers, and leadership.
- Continuously refine strategies to increase effectiveness and revenue.

MEMBERSHIP



MEMBERSHIP

MISSION

The Membership Committee aims to strengthen the county Republican Party by retaining existing members, recruiting new members, and encouraging active participation in party activities. The committee ensures members are welcomed, informed, and connected with their precinct organizations.

COMMITTEE STRUCTURE

The Membership Committee is a standing committee led by the Membership Chair who recruits volunteers to assist with committee efforts, including but not limited to membership renewal, membership outreach, member engagement activities, and event check-in.

CORE RESPONSIBILITIES

The Membership Committee is responsible for:

- Maintaining accurate membership records
- Processing and tracking membership renewal
- Welcoming and onboarding new members
- Connecting new members with their precincts
- Supporting member retention and engagement
- Providing membership services at party events
- Monitoring membership growth trends

COORDINATION

The Membership Committee works closely with:

- **Operations Committee** – to connect members with precinct activities
- **Precinct Captains** – to notify them of members residing in their precincts
- **Treasurer** – to reconcile membership payments and records

STANDARD PROCEDURES

Membership Records

- Maintain the official membership list in Anedot. Encourage use of online enrollment. Use hard copy Membership Form only when member does not wish to enroll online. Assure that all payments are entered into Anedot. Hard copy membership form and current member price and benefit list attached.
- Reconcile membership records with the Treasurer's financial records for audit.

Current Membership

- Contact members in a timely manner to assure membership renewal.

MEMBERSHIP

New Member Onboarding

- Send a welcome email or letter to each new member.
- Include:
 - Precinct number
 - Precinct name
 - Name of the precinct captain (or Party Chair if the precinct is vacant)

Precinct Communication

- Notify precinct captains when a new member joins their precinct. (Can be accomplished by copying each welcome letter to the indicated precinct captain.)
- Provide updated membership lists to precinct captains upon request or at periodic intervals.

Membership Recognition

- Track members who are eligible for complimentary pins or who wish to order membership pins.
- Order pins from the approved vendor as needed.

Event Support

- Operate a membership check-in table at monthly breakfasts and other events when needed.
- Verify membership status when required.
- Assist non-members who wish to join.

FUTURE DEVELOPMENT OPPORTUNITIES

Future Membership Chairs may consider:

- Develop a more efficient check-in system for meetings.
- Create a New Member Welcome Packet.
- Expand membership engagement and retention programs.

VENDOR INFORMATION

Membership pins may be ordered from:

Accolades, Trophies, and Awards

59 Weatherstone Court

Sharpsburg, GA 30277

Phone: 770-731-2406

MEMBERSHIP



MEMBERSHIP PRICES	Without membership pin	Includes One Free Membership Pin	
Regular annual - student	\$50	\$60	additional pins \$10 each
Regular annual - individual	\$75	\$85	additional pins \$10 each
Regular annual - family	\$100	\$110	additional pins \$10 each
Automatically renewing - individual	\$67.00	\$67	1 pin free additional pins \$10 each
Automatically renewing - family	\$90.00	\$90	1 pin free additional pins \$10 each

MEMBERSHIP DISCOUNTS	
FCRP Monthly Breakfast	Members - \$10 Non-members - \$15
Gear and signs	10% off all items sold at FCRP headquarters
Admission to FCRP events	10% off all events sponsored by the FCRP
Bring a new person to breakfast	Free breakfast for both
Get a new member to join	\$20 gift certificate for gear and/or signs

OTHER MEMBER BENEFITS
Access to a network of fellow Republicans
Free listing of your business or civic group on the Patriot Business page of our website
Volunteer opportunities and training
Opportunity to serve as an Officer or as a Precinct Captain
Attend Executive Board meetings and speak during public comment
Arrange to present ideas / concerns to the Executive Board by contacting one of the members
Early admittance to meet VIP Speakers / Officials / Candidates (when speaker's schedule permits)

The Fayette County Republican Party is 100% volunteer-run and self-funded. All dues, fees & contributions paid to the FCRP stay with the FCRP. We do not fund any other organizations.

MEMBERSHIP COMMITTEE

FCRP MEMBERSHIP FORM		
NAME		
PHONE		
EMAIL		
STREET ADDRESS		
CITY		
ZIP CODE		
MEMBERSHIP TYPE Individual or Family Yearly or Recurring		COST
PINS ORDERED		COST
TOTAL PAYMENT		
PAYMENT TYPE Cash, Check, Credit Card, Other		
PLEASE PRINT CLEARLY		

OUTREACH & OPERATIONS



OUTREACH & OPERATIONS

MISSION

The mission of the Operations & Outreach Committee is to build and maintain strong precinct-level operations that expand community engagement, increase voter participation, and support election readiness throughout Fayette County.

The Committee works to increase the Party's visibility within the community, recruit and retain volunteers, engage underserved and underrepresented populations, coordinate voter outreach efforts, and execute effective Get Out the Vote (GOTV) operations.

Outreach efforts are intended to build relationships, awareness, and engagement within each precinct as well as the County at large. Operation efforts convert that engagement into organized precinct action, volunteer participation, voter identification, and voter turnout.

COMMITTEE STRUCTURE

The Operations & Outreach Committee is a standing Committee led by the Operations & Outreach Chair. The Chair oversees all precinct, outreach, and GOTV activities and fosters coordination between precinct teams and Party leadership. Towards those ends, the Committee Chair may appoint coordinators to:

- Oversee Precinct Chair recruitment and training
- Assist Precinct Chairs with community partnership development
- Identify minority and underserved communities and assist Precinct Chairs with outreach
- Develop GOTV logistics and execute GOTV actions at each election
- Manage database and systems requirements
- Assure the development of approved party literature, talking points, and outreach guidance for precinct chairs

OUTREACH & OPERATIONS

CORE RESPONSIBILITIES

Precinct Chairs are responsible for organizing and leading outreach and operational activities within assigned precincts. Responsibilities include:

- Recruiting and training Block Captains for voter contact, including door-to-door canvassing, phone banking, text messaging campaigns, and email outreach as needed
- Working with Block Captains to organize voter contact activities, precinct outreach, GOTV operations, and voter registration assistance

Block Captains manage neighborhood-level voter outreach and engagement within assigned blocks.

Responsibilities include:

- Conducting voter contact activities
- Managing neighborhood walk lists
- Assisting with GOTV operations
- Supporting precinct-level outreach initiatives
- Providing voting information and assistance when appropriate
- Matching volunteers with assignments based on skills, interests, and availability

Database Administrator / Systems Manager maintains organizational data systems for the Party.

Responsibilities include:

- Maintaining the voter database, operational records, organizational data and reporting systems
- Updating voter and precinct records
- Producing operational reports and strategic analytics
- Tracking turnout metrics
- Managing data accuracy and integrity
- Maintaining data privacy and security standards

OUTREACH & OPERATIONS

COORDINATION

The Outreach & Operations Chair works closely with:

- The Communications/Public Relations Committee to ensure that outreach materials and communications align with Party priorities and values
- The Membership Committee to ensure that, when new members join, they are connected with their precinct chairs and that precinct chairs have a list of dues-paying members who live in their precincts

STANDARD PROCEDURES

Outreach & Operations Chair

- Leads the committee and oversees all Outreach & Operations efforts
- Recruits and trains precinct chairs for all precincts

Precinct Chairs

- Recruit and train block captains
- Identify key neighborhoods, civic groups, and community organizations within the precinct
- Assist Block Captains in utilizing voter lists and targeting information provided by the Database Administrator to identify potential volunteers
- Attend, and encourage Block Captains to attend, community meetings, fairs, festivals, parades, HOA meetings, and public gatherings

Block Captains

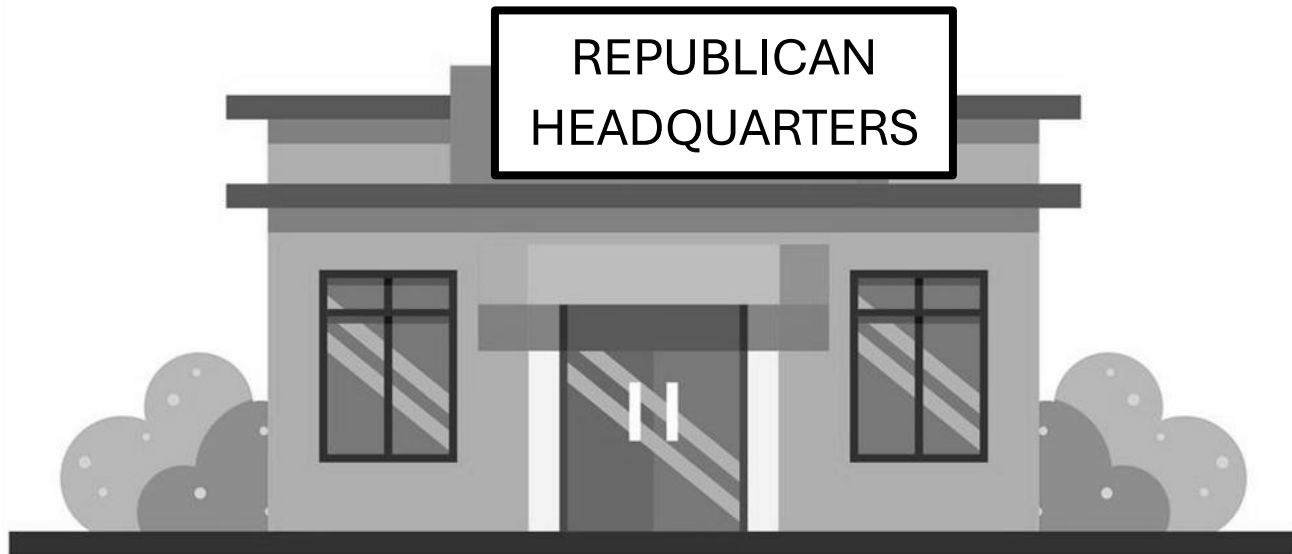
- Utilize voter lists and targeting information provided by the Database Administrator to identify potential volunteers
- Organize neighborhood Meet & Greets and relationship-building events
- Recruit volunteers to assist in GOTV efforts
- Attend community meetings, fairs, festivals, parades, HOA meetings, and public gatherings

SPECIAL COMMITTEES



HEADQUARTERS

HEADQUARTERS



Where we make it all happen!

HEADQUARTERS

MISSION

The Headquarters Committee maintains a professional, organized, and functional headquarters to support party operations, volunteer engagement, and community outreach and ensure effective operations and communication systems.

COMMITTEE STRUCTURE

The Headquarters Committee is a special committee led by the Headquarters Chair. The Chair recruits volunteers to staff and operate headquarters, always including an Office Procedures Trainer to assist with onboarding and preparing volunteers for service.

CORE RESPONSIBILITIES

The Headquarters Committee is responsible for:

- Ensuring functionality of office, storerooms, and kitchen
- Maintaining an organized and professional headquarters environment
- Setting office schedules and ensuring staff coverage
- Recruiting and managing volunteers and substitutes
- Maintaining staff contact lists
- Coordinating volunteer training
- Recording visitor sign-ins
- Maintaining office supply inventory and purchasing supplies per guidelines
- Coordinating merchandise sales with the Treasurer
- Maintaining and improving the Headquarters Handbook

COORDINATION

The Headquarters Committee works closely with:

- Executive Board – for spending guidelines and operational direction
- Treasurer – for handling merchandise payments
- Membership Committee – for volunteer recruitment

STANDARD PROCEDURES

Office Scheduling

- Set the office schedule
- Ensure adequate staffing during all open hours.

HEADQUARTERS

Volunteer Management

- Recruit and organize members to staff headquarters.
- Maintain a current contact list of all staff and substitutes and distribute to all participants.
- Coordinate with Trainer to schedule training.
- Maintain a sign in book for all visitors.
- Organize gear to be sold in the office.
- Coordinate with the Treasurer to properly manage all payments.
- Maintain inventory of office supplies and purchase as needed in accordance with Executive Board guidelines.

Facility Management

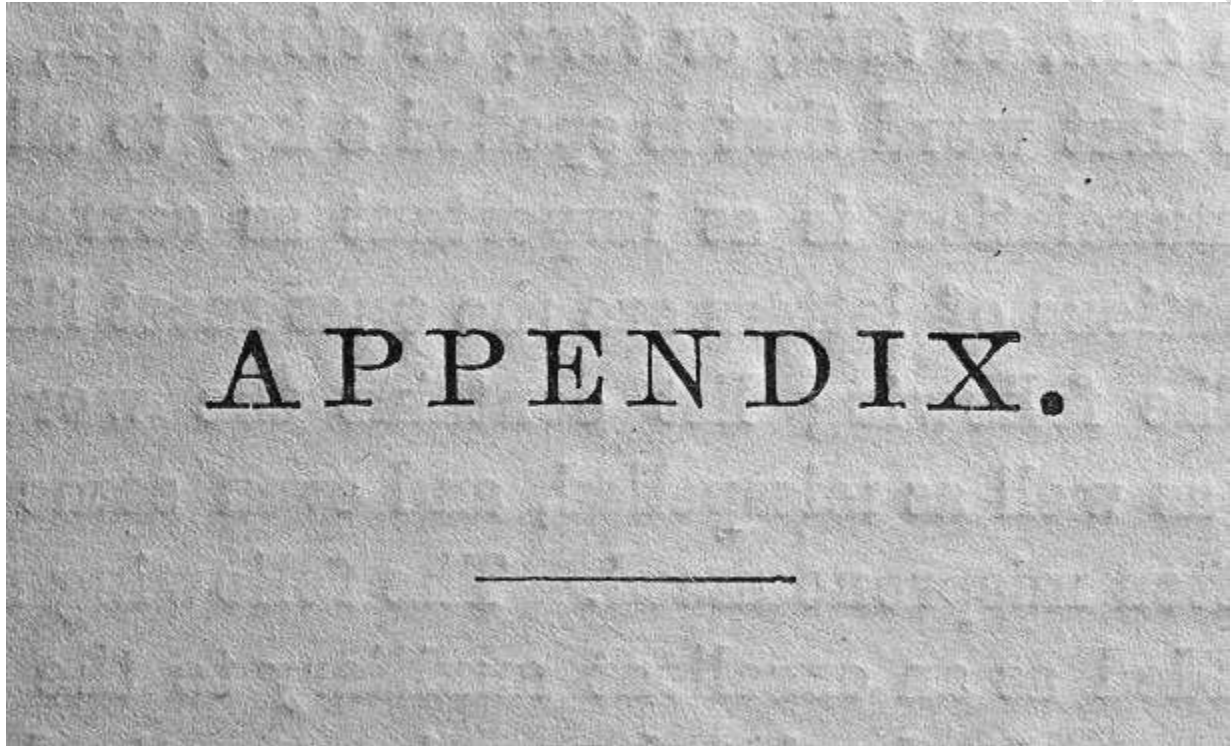
- Continuously maintain organization and functionality of headquarters, including office, storerooms, and kitchen. Recommend improvements as needed.
- Edit and improve the Headquarters Handbook to ensure procedures remain current and effective.

FUTURE DEVELOPMENT OPPORTUNITIES

Future Headquarters Chairs may consider:

- Develop a system for continuous merchandise sales both on-site and online

APPENDIX



APPENDIX: VOLUNTEER TRAINING

Effective volunteer training is one of the most powerful tools for success in any volunteer-driven organization. Volunteers who receive quality, role-specific training are notably more confident, effective, and likely to stay involved long-term. Research shows that structured training can reduce volunteer turnover by as much as 83%. These best practices are designed to complement the existing Procedures Manual. They align with the Party's Guiding Principles of professionalism, consistency, accountability, and member engagement.

1. Start with Clear Committee Descriptions in a Volunteer Handbook

- Create a simple description for every committee. Include mission, committee structure, core responsibilities, inter-organization coordination, and standard procedures.
- Maintain an up-to-date **Volunteer Handbook** (digital and printed) that covers:
 - Party mission and values
 - Confidentiality and data privacy (especially Anedot membership data and voter contact lists)
 - Campaign finance and election-law basics
 - Messaging guidelines and how to handle questions from the public
 - Safety protocols and emergency procedures
- Distribute the handbook at onboarding and make it available on the Party website (password-protected member section).

2. Use a Two-Part Training Structure (General + Role-Specific)

Part A: General Orientation (30–45 minutes, required for all volunteers)

- Party overview and current priorities
- Robert's Rules basics (for those attending meetings)
- Professionalism standards (dress, language, social media)
- How to direct media or difficult questions to the Communications Chair

Part B: Role-Specific Training (hands-on, 1–2 hours)

- Usually done on-the-job with former chair or experienced member of the committee

3. Deliver Training in Multiple Formats for Maximum Accessibility

- **In-person sessions** at Headquarters (preferred for hands-on roles).
- **Short video modules** (record once, reuse forever) for procedures that rarely change.
- **Shadowing:** New volunteers pair with an experienced volunteer for their first shift.
- **Role-playing and scenario practice** (especially for outreach and handling tough questions).
- **Online options** (Zoom or recorded) for volunteers who cannot attend in person.

APPENDIX: VOLUNTEER TRAINING

4. Include Evaluation, Feedback, and Continuous Improvement

- End every training with a quick 3-question feedback form:
 1. What was most helpful?
 2. What needs more clarity?
 3. How confident do you feel in your role? (1–5 scale)
- Schedule 30-day check-ins for new volunteers.
- Review training effectiveness annually with committee chairs and adjust materials as needed.

6. Make Ongoing and Advanced Training Available

- Monthly “Lunch & Learn” or 15-minute skill boosters at Headquarters (topics: new election laws, updated canvassing techniques, donor cultivation).
- Offer leadership pathways: after 6–12 months, volunteers can train for advanced roles (precinct captain support, event lead, campaign coordinator).
- Cross-train volunteers so they can fill multiple roles during busy periods.

7. Recognize and Celebrate Training Completion

- Issue simple certificates or digital badges (“Certified HQ Volunteer,” “Certified Canvasser”).
- Announce new “Certified Volunteers” at monthly breakfasts.
- Track training hours and recognize top volunteers annually at the Red Gala or year-end event.

Implementation Checklist for Committee Chairs

☐ Role description created ☐ Volunteer Handbook updated (coordinate with Communications) ☐ Training session scheduled within 7 days of volunteer sign-up ☐ Trainer assigned and materials prepared ☐ Feedback form collected ☐ 30-day check-in completed

Future Development Opportunities

- Create a members-only online training portal (videos + quizzes).
- Partner with state or national Republican training resources for specialized modules (e.g., advanced GOTV, data tools).
- Add a Volunteer Training Coordinator position to the Operations or Headquarters Committee for even stronger continuity.

Adopting these practices will turn new volunteers into confident, long-term contributors who feel valued and prepared from day one. It directly supports the Party’s goals of growth, professionalism, and electoral success while reducing frustration for both volunteers and leadership.

APPENDIX: ROBERT'S RULES OF ORDER

Robert's Rules of Order Procedure for Transacting Business at a Meeting

1. A business item is on or has been added to the agenda
2. A member indicates he wants to speak usually with a raised hand
3. The chair recognizes the member.
4. The member makes a motion regarding the business in question
5. The motion is seconded (if there is no second, the motion is dropped)
6. The chair or secretary states the motion clearly
7. Members debate – see debate/discussion rules below
8. Chair puts the question to a vote or a member call the question to a vote
9. Chair announces the result.

Robert's Rules of Order for debate/discussion at a meeting

1. The member indicates he wants to speak usually with a raised hand
2. The chair recognizes the member.
3. The member then speaks through the chair, not directly to another member.

(All remarks during a meeting are directed to the chair, not to other members. No cross conversation allowed.

- Correct: “Madam Chair, I disagree with the previous speaker because...”
- Incorrect: “John, that’s not correct...”

Directing comments through the chair:

- Keeps the meeting orderly and respectful
- Prevents arguments or side debates
- Ensures one person speaks at a time

What Is Not Allowed

These are considered **out of order** in formal debate:

- Members talking directly to each other
- Side conversations across the room
- Interrupting another member without a proper motion (like a **Point of Order**)

Practical Reality

In many small boards or committees, chairs may allow informal discussion for efficiency. However, in strict parliamentary procedure, the correct method is all comments through the chair.

One Exception: Members may ask questions through the chair, such as: “Madam Chair, would the previous speaker answer a question?” The chair then decides whether the member may respond.