



Lehigh County Democratic Committee

Secretary Job Description

The Secretary of the Lehigh County Democratic Committee serves as the official record keeper of the organization and is responsible for maintaining accurate records, supporting organizational communications, and ensuring proper documentation of committee business in accordance with the bylaws and rules of the Democratic National Committee, the Pennsylvania Democratic Party, and the County Democratic Committee. Must be a registered Democrat in the Commonwealth of Pennsylvania and demonstrated commitment to Democratic values and voter engagement.

Responsibilities

- Record accurate minutes of all County Committee meetings, Executive Board meetings, and other official meetings as required.
- Maintain official records, reports, bylaws, resolutions, correspondence, and committee documents.
- Distribute meeting notices, agendas, minutes, and official communications to committee members in a timely manner.
- Maintain updated membership and contact lists for committee members and officers.
- Assist the Chair and Executive Board with organizational and administrative duties.
- Certify official committee actions and maintain records of motions, votes, and attendance when required.
- Work collaboratively with officers, campaigns, volunteers, and local Democratic organizations.
- Support compliance with applicable Pennsylvania election laws, party rules, and county committee bylaws.
- Uphold confidentiality when handling sensitive party or personnel matters.
- Perform other duties as assigned by the Chair or Executive Board consistent with the bylaws.

Qualifications

- Strong organizational and communication skills.
- Ability to maintain accurate and detailed records.

- Dependable, professional, and able to meet deadlines.
- Familiarity with parliamentary procedure and meeting administration preferred.
- Commitment to Democratic values and the mission of the Democratic Party.
- Ability to work collaboratively with diverse groups of volunteers, candidates, and party leaders.

Term and Service

The Secretary shall be elected in accordance with the bylaws of the County Democratic Committee and shall serve as a member of the Executive Board for the duration of their 4 year elected term.

Standards and Expectations

The Secretary shall uphold and support the principles, rules, and mission of the Democratic National Committee, the Pennsylvania Democratic Party, and the Lehigh County Democratic Committee while conducting the duties of the office with professionalism, integrity, and respect.

Time Commitment

5–10 hours per month during slower periods

10–20+ hours per month during election seasons, reorganizations, endorsement processes, or major events