

Being a Berks County Republican Committee Member

Basic Duties and Qualifications [8 August 2018]

1. Introduction

As a Committee member please remember you support the PA GOP, the RNC, the Republican candidates and Republican voters. Coordinating and aligning our efforts and strategies with the PA GOP and the RNC will ensure we increase our margins of victory

This guide includes information regarding:

- 2. Individual's Qualifications**
- 3. Basic Duties**
- 4. Primary Responsibilities**
- 5. Organizational Suggestions and Tools**
- 6. Precinct Do's and Don'ts**
- 7. Conclusion**
- 8. Reference**
- 9. Primary Activities Annual Schedule**

2. Individual Qualifications:

* Be a registered Republican living and voting in Berks County Pa. and having not been convicted of a serious criminal offense.

Able to make the following commitments:

* Commit to attending every scheduled monthly meeting either in person or if you cannot make the meeting, by ensuring someone is carrying your proxy for the meeting quorum.

* Commit to participating in at least 1 or 2 of the membership sponsored events per year.

* Commit to an hour or so per month for a scheduled "Day Of Action" during an election season (August, September and October).

* Commit to helping Republican Candidates and campaigning for Republican Candidates and the Republican Party.

3. Basic Duties

* Registering Republican voters and encouraging them to vote.

* Assisting Republican voters by providing information, absentee ballot applications and other services.

* Assisting the Republican Party in finding, nominating, and electing well-qualified Republican Candidates for office

* Assisting candidates who are registered Republicans in election campaigns

* Protecting the interests of the Republican Party and of the candidates who are registered Republicans at the polls.

* Provision of up-to-date personal contact information including home address, email addresses and cell phone numbers.

* Otherwise advancing the interests of the Republican Party in Berks County.

4. Primary Responsibilities

- a. The precinct committee member's job is to deliver the maximum number of Republican votes from their precinct.
- b. Motivating voters to go to the polls and vote for our Republican candidates
- c. Participating in meetings, special events and fundraisers.
- d. Identify and register non-voters who may vote Republican.
- e. Develop a good relationship with your fellow Committee members
- f. Distributing campaign literature in your precinct
- g. Assisting your local candidates with mailings, phone calls and other campaign activities as needed.
- h. Help recruit GOP volunteers to work with you in your precinct on Election Day, covering the polling place from 7:00am-8:00Pm is a must.
- i. Have sign Boards and literature at polling place on Election Day

5. Organizational Suggestions and Checklist Tool

Suggestions on Organizing Your Precinct

- a. Get to know your precinct by surveying registered voters about their voting preferences and opinions.
- b. Get to know these voters and establish personal relationships.
- c. Ask your neighbors their opinions on issues.
- d. Invite them to Republican Party events, town hall meetings with elected officials, and social gatherings with our Republican clubs.
- e. Asking people you meet to volunteer and get active in one or more organizations is a great way to help someone become a dedicated Republican voter.
- f. During Election cycles, your efforts should focus on preparing to eventually get out the vote for Republican candidates on the ballot in your precinct.
- g. Smile, be friendly and most of all just be yourself.
- h. Anticipate the need to perform the following tasks and enlist volunteers support as necessary:
 - i. Distributing campaign literature in your precinct
 - ii. Finding yard sign locations within your precinct
 - iii. Assisting your local candidates with mailings, phone calls and other campaign activities as needed.
 - iv. Help recruit GOP volunteers to work with you in your precinct on Election Day, covering the polling place from 7:00am-8:00Pm is a must.
 - v. Motivating voters to go to the polls and vote for our Republican candidates
 - vi. Have sign Boards and literature at polling place on Election Day

Since there is no single recipe for success as a Committee member, the more time and effort that you put into your respective precincts the greater impact you will have in your precinct, region and your County Republican Party.

Precinct Checklist Tool

- a. Obtain List of voters in your precinct
- b. Know the location of your precincts polling place.
- c. Know who the Republican candidates are that are running in your precinct.
- d. Have campaign literature for each of the candidates running in your precinct.
- e. Blank Voter registration forms. Know how to properly fill them out with the voter completing the form and mailing to the Berks County Board of Elections.
- f. Know Absentee Ballot process and have available as a handout.
- g. Know important dates prior to elections.
- h. Be prepared to answer questions.
 - i. How do I find out if I am registered to vote?
 - ii. How do I register to vote?
 - iii. Where do I register to vote?
 - iv. Where do I vote?
 - v. What is my precinct number?
 - vi. When is the primary? What do I have to do to vote in the primary? May an unaffiliated voter vote in the primary?
 - vii. When is the General Election? May anyone vote?
 - viii. What does the Republican Party stand for?
 - ix. Who are the candidates and what are their qualifications?
 - x. What can I do to help the party?
 - xi. Are there any Republican clubs around here? How do I join?
 - xii. Who is the County Chairman, Vice Chairman and Secretary?
 - xiii. How do I donate to the Party?

6. Precinct Do's and Don'ts

1. Do be brief and a Good Listener
2. Do be friendly as this person is a neighbor, friend, regardless of their party affiliation.
3. Do be as knowledgeable as possible. If you are unsure of the correct answer then just admit that you do not know, but promise to get the correct answer and follow up as soon as possible. This allows you to make a second call.
4. Do leave an appropriate piece of literature, if possible. However, do **not** leave any material in the mailbox.
5. Do leave your name, phone number and e-mail address.
6. Develop your own telephone scripts
7. Do **not** raise controversial issues.
8. Do **not** argue.
9. Do **not** make derogatory remarks about any Republican organization or candidates or Officeholders.
10. Do not make any statement about opposition candidates that are false or misleading. Only statement that can be proven to be true.
11. Do not antagonize.

In communicating with Voters in your precinct, face to face is the best way to communicate to the voter in your precinct. Phone calls are the next best alternative. Lastly, E-mail and mail are used. It is very important to make contact with the voter to remind them of the importance of the upcoming election.

Committee members should contact Republicans in their precincts as much as possible prior to the Primary and General elections. The more interfacing you have with your precinct, the easier it becomes to attract volunteers. Volunteers are the extremely important to building the Party's foundation one precinct at a time.

Since there is no single recipe for success as a Committee member, the more time and effort that you and your co-committee persons put into your respective precincts, the greater impact you will have in your precinct, region and your County Republican Party.

The Berks County Republican Committee Regional Chairman will be able to provide you with a list of all voters in your precinct. These lists can be formatted into "Walking List" for you to use in your precincts.

7. Conclusion

The importance of the precinct committee person and his or her cannot be overstated. The committee person is the vital information link between the voters at large and the Republican Party and its candidates. Serving a a committee person is a year-round project. Your efforts in registering voters and keeping your neighbors informed about the candidates and the issues not only help the Republican party, but have a real impact in your community.

When you bring new people into the process, whether as and Election Day volunteer or as a candidate you have helped to recruit, you have helped build an even firmer foundation for Republican victories.

8. Reference

"Berks County GOP-2017 Precinct Committee Guideline"

Republican Committee Person Schedule of Annual Activities

