

Article VI : Officers

Section 6.01: The seven (7) elected Officers of the Caucus shall be the President, Vice President, Treasurer, Internal Communications Chairman, External Communications Chairman, Fundraising Chairman, and Secretary. They shall be recommended by the Caucus Committee and elected to one-year terms of office at the Spring Meeting of the Caucus.

Section 6.05: Terms of office for the seven (7) Caucus Officers elected at the Spring Meeting shall commence with the “Old/New” Caucus Committee Meeting in April succeeding the Spring Meeting. (The Old/New Meeting is the last Caucus Committee Meeting in April, at which time terms of the office expire for outgoing and commence for incoming Caucus Committee members and Caucus Officers.)

Article VII: Caucus Committee

Section 7.01: There shall be a Caucus Committee consisting of the seven (7) elected Caucus Officers and thirty-six (36) “Ward Members”, nine (9) of who shall be elected from each Ward in the City. Within Wards, each precinct should be represented insofar as possible. The nine (9) Caucus Committee members from a given Ward shall be known collectively as the “Ward Committee”. Each member of the Caucus Committee shall have one vote on all issues.

Article VIII: Executive Committee

Section 8.01: The Executive Committee of the Caucus shall consist of eleven (11) members comprising the seven (7) Elected Officers of the Caucus and the four (4) Ward Chairmen.

Section 8.02: Elected Officers. The President, Vice President, Treasurer, Internal Communications Chairman, External Communications Chairman, Fundraising Chairman, and Secretary shall be residents of Lake Forest who have rendered the city valuable service, have interested themselves in the affairs of the community, and shall preferably have served as a member of the Caucus Committee.

**LAKE FOREST CAUCUS EXECUTIVE COMMITTEE  
JOB DESCRIPTION - INTERNAL COMMUNICATIONS CHAIR**

**Major Duties:**

- Responsible for, but not limited to, “internal” communications of the Caucus Committee as voted by the Executive Committee and/or the Caucus Committee such as meeting reminders.
- Prepare, manage and maintain the Caucus website materials and information as approved by the Executive Committee. This includes but is not limited to Caucus Committee bios & headshots, the calendar, meeting notices, etc.
- Manage and maintain the Caucus Volunteer Profile Sheet (VPS) database. Including, but not limited to improving search functionality and assist with event invite lists.
- Maintain and coordinate communications with External Communications Chair to send single cohesive message to the Caucus and the Community.

**Election, Term Requirements for Office:**

- Elected by recommendation of the Caucus Committee at the Spring Meeting of the Caucus to serve a one year term. Term starts at the Old/New Caucus Committee meeting in the spring.
- May be elected to serve a second and third one-year term of office, provided term limits for Executive Committee members are not exceeded.
- Must be a resident and registered voter of Lake Forest.
- Must have rendered the City valuable service, have interested themselves in the affairs of the community, and shall preferably have served as a member of the Caucus Committee and Executive Committee.

**LAKE FOREST CAUCUS EXECUTIVE COMMITTEE  
JOB DESCRIPTION - EXTERNAL COMMUNICATIONS CHAIR**

**Major Duties:**

- Responsible for, but not limited to, the publicity and promotion needs of the Caucus Committee as voted by the Executive Committee and/or the Caucus Committee.
- Produce or oversee the preparation of other communications that are required to carry on the business of the Caucus, such as newsletters, pamphlets, brochures, press releases, advertising, community sign boards, etc.
- Assist the committee for election of candidates, leading the public relations effort to ensure election of the candidates recommended by the Caucus, including candidate promotional materials, letters to the editor, advertising, outdoor signs, etc.
- Maintain and coordinate communications with Internal Communications Chair to send single cohesive message to the Caucus and the Community.

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