



Acknowledgment of Responsibilities – Principal Officer

For Political Action Committees & Ballot Question Committees

OFFICER INFORMATION		
Last Name	First	Committee Name
Mailing Address		Phone
City	State	Zip
Email		Fax (Optional)
OFFICER RESPONSIBILITIES		
<p>1. I am jointly responsible with the treasurer for ensuring that the committee complies with the requirements of Maine Election Law (21-A M.R.S., chapter 13) applicable to the committee. These requirements include but are not limited to:</p> <ul style="list-style-type: none"> • filing complete and accurate reports as required by the Commission; • ensuring that the treasurer of the committee keeps all required records of contributions, expenditures, and bank statements for the committee’s campaign account; and • updating the committee’s registration information within 10 days of any change, including the resignation or removal of the treasurer or a decision-maker and filing an updated registration with the Commission by March 1st of every year when there is a general election. <p>2. I am jointly and severally liable with the treasurer and the committee for any penalties assessed against the committee for violations of Maine Election Law (21-A M.R.S., chapters 13 and 14).</p> <p>3. I am deemed to have participated in any spending decisions of the committee until the Commission has received notice of my resignation or involuntary removal from the committee.</p> <p>4. I am responsible for notifying the Commission and the committee’s treasurer in writing if I resign from the position of principal officer and that my resignation will not be effective until the Commission receives such notice.</p> <p>5. I am responsible for notifying the Commission if the treasurer or a decision-maker is involuntarily removed from the committee.</p>		
ACKNOWLEDGMENT		
I have read this acknowledgment and understand my responsibilities and liabilities as Principal Officer.		
Signature		Date