

SD66 DFL Executive Committee Position Descriptions

Updated February 11th, 2018

This list of executive committee position descriptions is adapted from one created by the Saint Paul DFL. The leadership of SD66 would like to thank them for putting a document like this together and letting us adapt it!

Table of Contents

Chair.....	2
Vice Chair	3
Treasurer	5
Secretary	6
Outreach Officer	7
Director	9

Chair

Job Description

The role of chair is loosely defined in the Senate District 66 DFL Constitution. The time commitment is an estimate and may vary based on the needs of the district. Please keep in mind that each elected executive committee member is encouraged to make the role their own and find the best work strategy for their team.

Constitutional Description

Chair: It shall be the duty of the Chair to convene the convention (following the procedures described in the Call) and preside at meetings of the Central Committee and Executive Committee. The Chair shall attend meetings of the State and Congressional District Central Committees. The Chair shall also perform all other duties incident to the office.

Chair Responsibilities

- **Act as spokesperson and point of contact for the Senate District 66 DFL.** Respond to media and public inquiries. Connect candidates, campaigns, DFLers and the public with appropriate information and resources.
- **Represent the Senate District 66 DFL.** Along with the vice chair, you are a de facto member of the CD 4 DFL Central committee. It is helpful to have coordination and cooperation between even year elections and municipal election leadership. You have the opportunity to provide reports at the regular CD 4 meetings.
- **Plan conventions.** Work with precinct chairs and associate chairs to plan precinct caucuses and the organizing unit convention. This includes providing proper notice, securing space, materials, and volunteers and working to increase participation.
- **Work with treasurer to raise the requisite funds to support Senate District 66 DFL activities.** Helping organize fundraisers, working with key funders, making fundraising asks.
- **Direct the work of the Executive Committee.** The chair ensures that special project work is on track and that committee members have the information and tools to do their work.
- **Work with endorsed candidates to secure victory in the general election.** In 2016 this included referring volunteers for campaign events such as parades, phone banking, and fundraisers.
- **Follow constitutional and procedural requirements.** The position of chair requires an understanding the State DFL Call, Party Rules and Procedures, and the Senate District 66 DFL Constitution—as well as that of *Robert's Rules of Order, Newly Revised*.

Time Commitment: During election year, the chair can expect to devote around 5 hours/week to the SD66 DFL; during the off years, the chair might devote around 10 hours/month. Both figures include at least one two-hour meeting per month.

Vice Chair

Job Description

The role of vice chair (aka the associate chair) is very loosely defined in the Senate District 66 DFL Constitution. The time commitment is an estimate and may vary based on the needs of the district. Please keep in mind that each elected executive committee member is encouraged to make the role his or her own and find the best work strategy for their team.

Constitutional Description

Associate Chair: The Associate Chair shall preside at Central and Executive Committee meetings, and convene the Convention, in the absence of the Chair. It shall be a further duty to assist the Chair in the discharge of the Chair's duties, and to attend meetings of the State and Congressional District Central Committees. The Associate Chair shall not be of the same gender as the chair.

Chair: It shall be the duty of the chair to convene the convention (following the procedures described in the Call) and preside at meetings of the Central Committee and Executive Committee. The chair shall attend meetings of the State and Congressional District Central Committees. The chair shall also perform all other duties incident to the office.

Thus, the role of vice chair is very much dependent on the chair and their role. You must complement and support the chair in their work, have a strong grasp of the work of all the executive officers, and work to fill in holes where ever they appear.

Vice Chair Responsibilities

- **Provide Constitutional and procedural oversight.** The vice chair offers technical support to the chair and other executive members. That requires understanding the State DFL Call, Party Rules and Procedures, and the Senate District 66 DFL Constitution—as well as that of *Robert's Rules of Order, Newly Revised*.
- **Represent the Senate District 66 DFL.** Along with the chair, you are a de facto member of the CD 4 DFL Central committee. It is helpful to have coordination and cooperation between even year elections and municipal election leadership. You have the opportunity to provide reports at the regular CD 4 meetings.
- **Help plan caucuses and conventions.** Work to make caucuses and conventions productive and streamlined with an emphasis on making new attendees feel welcomed and valued.
- **Support and Develop Party Infrastructure.** The party is only as strong as the infrastructure and the people it has in place. A vice chair should assist the chair in recruiting, developing and supporting strong precinct leadership.

- **Manage relationships with partners.** The SD66 DFL is proud to work closely with progressive allies in the community and in labor. These relationships need to be fostered and managed.
- **Sounding Board/Partner to the chair.** Every chair needs a partner to split their work, to discuss strategy and plans with, and to share in managing the organization. A vice chair should offer emotional support, technical expertise, constructive criticism, affirmation, accountability and friendship for the chair throughout their joint terms.

Time Commitment: During election year, the vice chair can expect to devote around 3 hours/week to the SD66 DFL; during the off years, the chair might devote around 5 hours/month. Both figures include at least one two-hour meeting per month.

Treasurer

Job Description

The treasurer is responsible for being a good steward of the party's finances and ensuring compliance with party rules as well as state campaign finance laws.

Constitutional Definition

Treasurer: The Treasurer shall have charge of the funds of this organization, and shall make no disbursement thereof without authority or ratification by the Executive Committee or Chair. The Treasurer shall perform all other duties usually incident to the office of Treasurer.

Treasurer Responsibilities

- Actively support endorsed senate district, county, state, and national DFL candidates and officeholders as well as the party. Remain publicly impartial in races prior to endorsing conventions.
- Attend and participate in meetings and other activities conducted by the SD66 DFL.
- Prudently deposit and safeguard the SD66 DFL's funds and otherwise manage its finances including budget projections.
- Make no disbursement without authority or ratification by the Executive Committee or Chair of the SD66 DFL, according to its Constitution and Bylaws.
- Report to each meeting of the SD66 DFL central and executive committees on the state of the party's finances.
- Prepare and submit timely reports to the MN Campaign Finance Board and Ramsey County Elections.
- Issue receipts and maintain records related to the Political Contribution Refund program.
- In the absence of a Fundraising Coordinator, undertake that role in collaboration with other members of the Fund Raising Committee: soliciting donations from past and other likely donors; ensuring that "the hat" is passed at meetings, caucuses, and conventions; and planning and conducting fundraisers.
- The position of treasurer requires an understanding the State DFL Call, Party Rules and Procedures, and the Senate District 66 DFL Constitution—as well as that of *Robert's Rules of Order, Newly Revised*.

Time commitment: 2 to 5 hours per week during election year, 5 to 10 hours per month during off year.

Secretary

Job Description

The secretary must preserve the minutes and attendance records of all proceedings of the executive and central committees. The secretary also notifies members of all meetings and other logistical support for meetings and party unit activities. This involves learning how to use the VAN (the DFL's voter database platform) to send out email blasts and generate reports such as sign-in sheets for the caucuses and conventions.

Additionally, as an executive officer, the secretary must help guide the policy, decision making and culture of the SD66 DFL. The position of secretary requires an understanding the State DFL Call, Party Rules and Procedures, and the Senate District 66 DFL Constitution—as well as that of *Robert's Rules of Order, Newly Revised*.

Constitutional Definition

Secretary: It shall be the duty of the Secretary to preserve the minutes and attendance records of all proceedings of the executive and central committees. The Secretary shall, at the direction of the chair, notify members of the executive and central committees of meetings of this organization. The Secretary shall perform all other duties usually incident to the office of Secretary.

Outreach Officer

Job Description

The local party unit Outreach Officer (also known as the Affirmative Action Officer) ensures all constituents are treated equally, based on the Minnesota DFL principles of inclusion. The Outreach Officer leads the local unit's efforts toward inclusive political participation, and strives to achieve DFL diversity in perspective and representation. The Outreach Officer is responsible for the development and implementation of the unit's outreach and inclusion plan, designed to establish relationships with groups or individuals residing within the unit's boundaries, who may be underrepresented and/or not yet active in the party.

Constitutional Description

Affirmative Action Officer: The Affirmative Action Officer shall be responsible for outreach to underrepresented groups within the unit, and shall perform all other duties usually incident to the office of Affirmative Action Officer.

Outreach Officer Responsibilities

- Work with community members and members of the SD66 DFL Central Committee to draft, implement, report on, and recommend any necessary amendments to the outreach and inclusion plan.
- Monitor compliance with the party's policies relating to outreach and inclusion, and recommend a remedy for any noncompliance.
- Represent the unit on its Congressional District's outreach and inclusion committee.

Additional Responsibilities

- **Accommodations at meetings and events:**
 - Work with Ward Chairs and other executive committee members to ensure that meetings and events are held in locations that are handicap accessible and have adequate numbers of handicap parking spaces
 - Advocate and arrange for interpreters for party meetings and events as requested or deemed appropriate
 - Ensure that documents are made available in all relevant languages
- **Outreach to underrepresented communities:**
 - Attend various community meetings and events to connect with people and discover what issues and interests have brought them together
 - Listen to understand the issues that are most important to each community
 - Establish relationships and provide information on how the local party unit can help them achieve their various goals
 - Educate and recruit individuals who may want to become involved in the local party unit and inform them about voter registration, caucuses, conventions, campaigns and other local party unit meetings, events and activities

Time commitment: 2 to 5 hours per week during election year, 5 to 10 hours per month during off year.

Director

Job Description

The twelve gender-balanced directors will perform duties assigned to them by the chair and vice chair. Each will be tasked with a specific role and be expected to attend meetings, endorsing conventions, voter outreach events, and fundraisers.

In the past, directors have formed subcommittees of interest to them that help the work of the organizing unit. For example:

- Forming the newsletter committee to create and publish the organizing unit's newsletter
- Forming the events committee to plan social gatherings and raise awareness of other groups' activities
- Forming the communications committee to provide social media support and outreach
- Forming the donut booth committee to recruit volunteers for our most important fundraising project of the year.

Constitutional Description

Directors: The Directors shall perform those functions assigned to them from time to time by the Executive Committee or the Central Committee. There shall be 12 directors elected with gender balance of the Directors as required by the State DFL Constitution.

Time Commitment: 2 hours per week during senate district election year, 10 hours per year during off year.