

# SD40 DFL Executive Committee Position Descriptions

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This list of executive committee position descriptions is adapted from one created by the Saint Paul DFL and SD66 DFL. The leadership of SD40 would like to thank them for putting a document like this together and letting us adapt it!

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# Chair

## *Job Description*

The role of chair is loosely defined in the Senate District 40 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. This position is an automatic delegate to the Senate District Convention.

## Chair Responsibilities

- **Call (determine the time, date, and place), convene, and attend all meetings of the executive committee and central committee.** Prepare and distribute the chair's report at each meeting.
- **Attend all subcommittee meetings as needed.**
- **Act as spokesperson and point of contact for the Senate District 40 DFL.** Respond to media and public inquiries. Connect candidates, campaigns, DFLers and the public with appropriate information and resources.
- **Represent the Senate District 40 DFL.** You are a de facto member of the CD 4 DFL Central Committee and State 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 about SD40 activities at the regular CD 4 meetings.
- **Attend all CD4 monthly meetings and brief SD40 on any pertinent developments.**
- **Attend SCC meetings 4 times per year as well as any relevant subcommittee meetings.**
- **Attend candidate fundraisers and events.**
- **Attend SD40 events and fundraisers.**
- **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 40 DFL activities.** Helping organize fundraisers, working with key funders and 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.

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- **Work with endorsed candidates to secure victory in elections.** In recent years 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 40 DFL Constitution—as well as that of *Robert's Rules of Order, Newly Revised*.

**Time Commitment:** The chair can expect to devote around 10 hours/week to the SD40 DFL.

Chair Resources

The Official Minnesota DFL Training Hub is available here: <https://mndfl.litmos.com>. The CD4 Chair and other SD chairs in CD4 are also helpful resources to tap into.

# First Vice Chair

## *Job Description*

The role of first vice chair is loosely defined in the Senate District 40 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

**First Vice Chair:** The First Vice Chair must be of the opposite gender identity as the chair. The First Vice 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 of the Vice Chairs to assist the Chair in the discharge of the Chair's duties and other duties as assigned by the Executive Committee or Central Committee. If an Events Chair is not determined, the First Vice Chair shall fulfill the duties of the Events Committee Chair and convene the meetings. [...] Both the First and Second Vice Chair positions are automatic delegates to the Senate District Convention. The First Vice Chair is an automatic delegate to the State Central Committee.

The role of first vice chair is dependent on the chair and their role. You will 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 wherever they appear.

## First Vice Chair Responsibilities

- **Attend all meetings of the executive committee and central committee.** Prepare and distribute the first vice chair's report at each meeting. In the case of the chair's absence, convene meetings of the executive committee and central committee as needed.
- **Attend all subcommittee meetings as needed.**
- **Represent the Senate District 40 DFL.** Along with the chair, you are a de facto member of the CD 4 DFL Central Committee and the State 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 about SD40 activities at the regular CD 4 meetings.
- **Attend all CD4 monthly meetings and brief SD40 on any pertinent developments.**
- **Attend SCC meetings 4 times per year as well as any relevant subcommittee meetings.**
- **Attend candidate fundraisers and events.**
- **Attend SD40 events and fundraisers.**
- **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.

- **Provide Constitutional and procedural oversight.** The first 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 40 DFL Constitution—as well as that of *Robert’s Rules of Order, Newly Revised*.
- **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 SD40 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:** The first vice chair can expect to devote around 5 hours/week to the SD40 DFL.

#### First Vice Chair Resources

The Official Minnesota DFL Training Hub is available here: <https://mndfl.litmos.com>. The CD4 Vice Chair and other SD vice chairs in CD4 are also helpful resources to tap into.

# Second Vice Chair

## *Job Description*

The role of second vice chair is loosely defined in the Senate District 40 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

**Second Vice Chair:** The Second Vice Chair shall preside at Central and Executive Committee meetings, and convene the Convention, in the absence of the Chair and First Vice Chair. It shall be a further duty of the Vice Chairs to assist the Chair in the discharge of the Chair's duties and other duties as assigned by the Executive Committee or Central Committee. [...] If an Outreach Officer is not elected, the Second Vice Chairs shall fulfill the duties of Outreach Officer. Both the First and Second Vice Chair positions are automatic delegates to the Senate District Convention.

The role of second vice chair is dependent on the chair and their role. You will 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 wherever they appear.

## Second Vice Chair Responsibilities

- **Attend all meetings of the executive committee and central committee.** Prepare and distribute the second vice chair's report at each meeting. In the case of the chair's absence, convene meetings of the executive committee and central committee as needed.
- **Attend all subcommittee meetings as needed.**
- **Represent the Senate District 40 DFL.** Along with the chair, you are a de facto member of the CD 4 DFL Central Committee and the State 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 about SD40 activities at the regular CD 4 meetings.
- **Attend all CD4 monthly meetings and brief SD40 on any pertinent developments.**
- **Attend SCC meetings 4 times per year as well as any relevant subcommittee meetings.**
- **Attend candidate fundraisers and events.**
- **Attend SD40 events and fundraisers.**
- **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.
- **Provide Constitutional and procedural oversight.** The second 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 40 DFL Constitution—as well as that of *Robert’s Rules of Order, Newly Revised*.

- **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 SD40 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:** The second vice chair can expect to devote around 5 hours/week to the SD40 DFL.

#### second Vice Chair Resources

The Official Minnesota DFL Training Hub is available here: <https://mndfl.litmos.com>. The CD4 Vice Chair and other SD vice chairs in CD4 are also helpful resources to tap into.

# 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 Central Committee. The Treasurer shall perform all other duties usually incident to the office of Treasurer. This position is an automatic delegate to the Senate District Convention.

## 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 SD40 DFL.
- Prudently deposit and safeguard the SD40 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 SD40 DFL, according to its Constitution and Bylaws.
- Report to each meeting of the SD40 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 40 DFL Constitution—as well as that of *Robert's Rules of Order, Newly Revised*.

**Time commitment:** 2 to 5 hours per week.



Treasurer Resources

The Campaign Finance Board maintains a website with valuable publications and training videos on multiple subjects such as reporting responsibilities, contribution and spending rules, reporting calendar, training videos and live training calendar and more. The website covers information pertaining to candidates, lobbyists, and party units. Information pertinent to the senate district are described under party unit options.

Campaign Finance Board: <https://cfb.mn.gov/>

As of the time of research the most valuable sections of this website are Filler Resources and Publications

# 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 party unit's mailing list software (Email Octopus) to send out email blasts and generate reports such as sign-in sheets for the caucuses and conventions. The secretary should have excellent written communication skills.

Additionally, as an executive officer, the secretary must help guide the policy, decision making and culture of the SD40 DFL. The position of secretary requires an understanding the State DFL Call, Party Rules and Procedures, and the Senate District 40 DFL Constitution—as well as that of *Robert's Rules of Order, Newly Revised*.

When there is no communications officer, the secretary takes on their duties as well.

## 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 be responsible for all internal central committee correspondence including but not limited to meeting notices, maintain the district's electronic records and provide said records upon request (and subject to any internal policies on dissemination of records), attend State Party training on use of the DFL voter file and provide training and technical assistance to their unit on use of the voter file as the primary voter file contact in the district; assist the chair and other officers with the technological platform on which the unit's virtual and/or hybrid meetings are held (if any) The Secretary shall perform all other duties usually incident to the office of Secretary. This position is an automatic delegate to the Senate District Convention.

**Time commitment:** 2 to 5 hours per week.

## Secretary Resources

The Official Minnesota DFL Training Hub is available here: <https://mndfl.litmos.com>.

# Outreach Officer

## *Job Description*

The local party unit Outreach 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

**Outreach Officer:** The Outreach Officer shall be responsible for outreach, especially to underrepresented groups, within the District, and shall perform all other duties usually incident to the office of Outreach Officer in the DFL Party. This position is an automatic delegate to the Senate District Convention.

## Outreach Officer Responsibilities

- Work with community members and members of the SD40 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 Precinct 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

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- 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.

Outreach Officer Resources

The Official Minnesota DFL Training Hub is available here: <https://mndfl.litmos.com>.

# Communications Officer

## *Job Description*

Whereas the secretary is primarily concerned with the business of the central committee and reaching out to central committee members, the communications officer is the primary liaison between the central committee and the public. This involves learning how to use the party unit's mailing list software (Email Octopus) as well as the Voter Action Network (VAN) to send out email blasts, promote events and fundraisers, and generate reports such as sign-in sheets for the caucuses and conventions. The communications officer should have excellent written communication skills and a basic understanding of marketing and PR fundamentals. Proficiencies with graphic design, desktop publishing, website content management systems, and copywriting are very helpful.

Additionally, as an executive officer, the communications officer must help guide the policy, decision making and culture of the SD40 DFL. The position of secretary requires an understanding the State DFL Call, Party Rules and Procedures, and the Senate District 40 DFL Constitution—as well as that of *Robert's Rules of Order, Newly Revised*.

When the secretary is temporarily unavailable, the communications officer should be able to take over their duties in the meantime.

## Constitutional Description

**COMMUNICATIONS OFFICER:** The Communications Officer shall: (1) manage the digital presence of the unit; (2) be responsible for maintaining and keeping current the content on the unit's website; (3) update the unit's social media presences; (4) distribute the unit's newsletter (if any); (5) maintain contact with the State Party's communications office; (6) be responsible for promulgating press releases that may be required of the unit as set forth in the Official Call; (7) be responsible for administration of the unit's website if not hosted by the State Party; and (8) attend State Party training on use of the DFL voter file and provide training and technical assistance to their unit on use of the voter file. This position is an automatic delegate to the Senate District Convention.

**Time Commitment:** 2 to 5 hours per week.

## Communications Officer Resources

The Official Minnesota DFL Training Hub is available here: <https://mndfl.litmos.com>.

# Director

## *Job Description*

The nineteen gender-balanced directors will perform duties assigned to them by the chair and vice chairs. Each must participate as a member of one or more subcommittees and is expected to attend meetings, endorsing conventions, voter outreach events, and fundraisers.

The current list of subcommittees includes:

- The Events Committee plans social and informational gatherings and raises awareness of other groups' activities.
- The Budget and Finance Committee helps determine the annual budget and conducts an audit of the treasurer's work.
- The Donut Booth Committee recruits volunteers for SD40's most important fundraising project of the year.
- The Communications Committee assists the communications officer in promoting events, updating the website, and determining rules and norms for SD40's online groups.

## Constitutional Description

**Directors:** The Directors shall support the work of the District by attending Central Committee meetings and serving on at least one standing committee. There shall be up to 19 directors and 19 alternate directors elected.

**Time Commitment:** 2 hours per week.

## Director Resources

The Official Minnesota DFL Training Hub is available here: <https://mndfl.litmos.com>.