

## **SD40 DFL Officers and Their Duties**

*Additional details can be found in the SD40 DFL Constitution*

### **CHAIR:**

The Chair leads the Senate District and must have the ability to organize, provide direction, and work well with others. The Chair assigns and monitors progress on tasks as needed. The Chair should consult with other officers about all decisions, particularly involving expenditures and other matters that may require a vote of the Senate District Central Committee.

#### General Responsibilities:

- Call and preside over SD40 Central and Executive Committee meetings.
- Attend state and congressional district Central Committee meetings.
- Convene Senate District 40 Convention.
- Outside SD40, represent and speak on SD40's behalf, without inserting personal remarks or biases.
- Delegate tasks as needed to other members of the party unit.
- Recruit conveners for each Precinct Caucus.
- Lead development of a strategic plan for unit activities.

### **FIRST AND SECOND VICE CHAIR:**

The Vice Chairs work with the Chair, giving advice and sharing information.

#### General Responsibilities:

- Keep up-to-date on the various SD40 activities.
- Assist the Chair as desired by the Chair.
- Represent SD40 at congressional district Central Committee.
- Take extra initiative for specific projects as needed.
- Be prepared to assume the duties of the Chair if needed.
- Fill in for other officers as needed (e.g. take minutes in absence of Secretary).
- The 1<sup>st</sup> Vice Chair fulfills the role of Events Committee Chair when that position is vacant.
- The 2<sup>nd</sup> Vice Chair fulfills the role of Outreach and Inclusion Officer when that position is vacant.
- The 1<sup>st</sup> Vice Chair is an automatic delegate to the State Central Committee.

### **OUTREACH OFFICER:**

SD40's Outreach and Inclusion Officer ensures all constituents are treated equally, based on the Minnesota DFL principles of inclusion. The O & I Officer is responsible for developing and implementing SD40's outreach and inclusion plan to establish relationships with underrepresented communities and potential leaders.

#### General Responsibilities

- Draft, implement, report on, and recommend any necessary amendments to the outreach and inclusion plan.
- Monitor compliance with party outreach and inclusion policies, and recommend a remedy for any noncompliance.
- Represent SD40 on the 4th Congressional District's O & I Committee.
- Ensure: the DFL Affirmative Action statement or reminder, is read before any election; unit meeting or event dates do not conflict with religious or community observances; and food served at events does not conflict with religious or cultural preferences and restrictions.

### **SECRETARY:**

The Secretary is SD40's recorder and record-keeper.

#### General Responsibilities

- Maintain rosters of SD40's Central Committee, Executive Committee and State/Congressional District Central Committee members/alternates, and notify the DFL Party Affairs Director of any changes.
- Distribute meeting notices, agendas, and minutes.

- Record minutes of each SD40 Central and Executive Committee meeting, including reports presented at those meetings.
- Record attendance and excused absences of every meeting.
- Send the State DFL office a copy of a revised Constitution and Bylaws as they occur.
- Maintain the district's electronic records.
- Receive training on the DFL's voter file and provide technical assistance on its use.
- Maintain and provide a permanent record of unit activities.

### **TREASURER:**

The Treasurer is, according to state law, the legal representative of the local party unit. The Treasurer is responsible to keep strict financial records of contributions and expenditures and to submit those records in the required format to the Minnesota Campaign Finance and Public Disclosure Board.

#### General Responsibilities

- Safeguard the local party unit's funds and otherwise manage its finances.
- Disburse funds according to the SD40 Constitution and Bylaws.
- Reconcile cash on hand with receipts and spending records.
- Prepare and submit timely reports to the Minnesota Campaign Finance and Public Disclosure Board according to its rules.
- Report on the state of the treasury at each Central Committee meeting.
- Work with SD40 committees that oversee budget and finances.

### **COMMUNICATIONS OFFICER:**

The Communications Officer is responsible to ensure that all communications from SD40 are handled efficiently and timely.

#### General Responsibilities

- Manage and maintain SD40's social media and website.
- Create plans and timelines for disseminating information to members of the SD40 Central Committee, DFLers in SD40, and the general public.
- Working with the SD40 Communications Committee, publicize and promote SD40 fundraisers, precinct caucuses, and special events.
- Distribute the unit's newsletter (if any).
- Maintain contact with the State Party's communications office.
- Work with the Secretary to maintain email lists and other contact information.
- Attend State Party training on use of the DFL voter file and provide training and technical assistance as needed.

### **SD40 DIRECTORS:** Up to 19 directors and 19 alternates

Help SD40 DFL set priorities, create policies, support causes and candidates, make financial decisions, etc.

#### General Responsibilities

- Attend monthly meetings of the SD40 Central Committee.
- Serve on at least one standing committee: Communications, Outreach, Events, Budget.
- Be an active participant in: fundraisers, staffing our information tent at city celebrations, special events, etc.
- Serve on endorsement and letter of support committees as necessary.

### **DFL State Central Committee Members:** 6 delegates and 8 alternates

The DFL State Central Committee (SCC) is the governing body of the Minnesota DFL Party between state conventions.

#### General Responsibilities

- Each year, attend 3-4 meetings of the SCC that meet throughout the state.

- Automatic members of the CD4 Central Committee.
- Automatic members of SD40's Central Committee.
- SD40 Chair and Vice Chair are automatic delegates to the SCC.

**DFL State Convention and CD4 Delegates and Alternates:** 21 delegates and 21 alternates

- **CD4 Convention May 3:**
  - North Central Regional Council of Carpenters, 710 Olive St, St. Paul, MN 55130
  - Registration opens 10:00 AM, Convention convenes 11:00 AM.
  - All delegates and alternates are delegates to the CD4 Convention.
- **DFL State Convention May 29-31:**
  - Mayo Civic Center, Rochester, MN (Meals, lodging, and registration fee are at your own expense.)