Duties of the Chair

The Chair leads and represents the SD52 DFL organization. She/he must remain a neutral party, speaking only for SD52, not him/herself, and consult with other officers on all decisions. The Chair must have the ability to communicate a vision for the organization, organize, provide direction, build relationships, and work in close partnership with the Vice Chair to ensure the work of the Senate District is completed and aligned with that vision. Many of her/his duties can be tasked to other individuals or committees, but the Chair is ultimately responsible for ensuring the work is done.

Primary Duties

Represent SD52 and Share Information across SD52, CD2 and State DFL
- Represent SD52 as a voting member at all meetings of the Congressional District (CD2) and State Central Committee (SCC)
- Represent and speak on SD52's behalf without inserting personal remarks or biases
- Keep SD52 members up-to-date on the happenings at the CD2 and state DFL organizations
- Ensure SD52 has a full delegation of active members and alternates to State Central Committee and like groups

Convene Successful Meetings
- Chair the Central and Executive Committees for SD52
- Arrange regular SD52 meetings and call additional meetings as necessary
- Create an agenda to be distributed to members one week prior to scheduled meeting
- Use parliamentary procedure to stay in control of meetings, follow the agenda closely, and move the meeting along quickly without discouraging meaningful discussion in the process
- Invite guest speakers to meetings, such as DFL legislators, other elected officials, candidates, or experts on important issues or topics of interest

Manage SD52 Central Committee Members
- Partner closely with Vice Chair to lead the SD52 organization
  - Prepare Vice Chair to take over any and all Chair duties as needed
  - Share workload with Vice Chair to ensure all Chair duties are fulfilled
- Direct and oversee the work of
  - Other SD52 officers: Secretary, Treasurer, and Outreach/Inclusion Officer
  - Directors
  - Precinct Chairs and Vice Chairs
- Ensure all Officer and Director positions are filled and each is meeting his/her commitments; keep alternate seats filled
- Ensure there is an active Precinct Chair and Vice Chair in every precinct
Delegate and Assign Subcommittees and Tasks

- Appoint or approve subcommittees (standing and ad hoc) and individuals to carry out the work of the district
- Meet periodically with SD52 subcommittees to advise, monitor progress, assess whether or not they are adequately staffed and resourced, and verify subcommittee plans and work are coordinated with other SD52 activities.

Grow and Mobilize the SD52 Organization

- Continuously recruit, welcome, inform, and involve new members
- In partnership with the Outreach and Inclusion Officer, set annual membership growth and diversity goals and develop a clear action plan to achieve them
- Provide Precinct Chairs and SD52 members with the training, information, and evidence-based arguments they need to educate the broader electorate on critical issues, elections, and legislative processes
- Provide numerous opportunities for SD52 members to engage and contribute to the work of the Senate District, build relationships and networks, and take on leadership roles
- Provide forums for members to identify and take collective action to address local issues
- Identify and partner with like-minded organizations and community groups across the district to expand our network, share resources and work toward common goals

Manage Finances

- In partnership with the Treasurer and Vice Chair, prepare an annual budget for submission to membership in January
- Help develop timetable for fundraising, and set clear prioritizes and guidelines for spending based on available funds
- Provide all contributions you collect to the Treasure within 2 business days of receipt
- Ensure all expenses and contributions are handled in strict adherence with state law, and as directed by the Minnesota Campaign Finance and Public Disclosure Board

Oversee District Caucus and Convention

- Provide guidance to the Caucus and Convention organizing committee and subcommittees
- Help enlist Precinct Chairs, Vice Chairs or other persons to convene each precinct caucus
- Call and convene biennial SD52 convention
- Provide training for precinct officers and delegates to prepare for caucus and convention
- Help manage the Caucus and Convention events
- Host a welcoming and orientation event for new Precinct Chairs and Vice Chairs immediately following or as soon as possible after the caucus
- Ensure data collected is entered into the SD52 database and the VAN soon after caucus and convention

Support Elections and Candidates

- Submit a list of individuals interested in serving as election judges to the County Auditor or City Clerk
- Recruit and encourage strong candidates for
  - State legislature
  - County office
  - City or Township office
  - School Board
  - Other local appointments and commissions
- Share information and serve as an advisor to campaigns of local DFL and progressive candidates
- Organize canvassing events and activities
- Encourage/solicit financial and in-kind campaign contributions in accordance with MN campaign finance laws
- Help recruit volunteers to assist with all types of campaign work
Characteristics of a Successful Chair

- Strong management and planning skills
- Well informed in:
  - District history, traditions, communities
  - SD52 Constitution
  - Broader DFL organization
  - Campaign and election rules and procedures
  - Parliamentary procedure
- Organized and detail-oriented
- Responsive and reliable
- Provides clear direction; effective delegator
- Diplomatic
- Comfortable working with elected officials from all parties
- Effective communicator
  - one-to-one, and in small and large groups
  - written and verbal
- Personable and welcoming
- Able to build and connect networks
- Principled and straightforward

Breakdown of Duties by Day/Week, Month, Year

**Daily/Weekly**
- Get any contributions and expense receipts to Treasurer within 2 days of receipt
- Check email, texts, phone calls and respond promptly to issues as they arise – delegating whenever possible
- Keep up-to-date on current events; follow local news sources and social media
- Check-in with other SD52 officers and subcommittee chairs as needed
- During session, review legislative summaries and check-in with SD52 state reps for support needed on bills
- Attend community and SD52 events as needed
- Take advantage of opportunities for networking and outreach; recruit members, delegates, leaders, candidates

**Monthly**
- Plan and prepare for monthly meeting; send out agenda
- Run monthly business meeting
- Review and approve meeting minutes
- Review subcommittee reports and intervene as needed (provide accountability, guidance)
- Attend CD2 meetings; stay up-to-date with CD2 and state DFL organizations
- Check for local area seats/office openings including commissions, appointments and elections

**Annually**
- Co-lead annual budget planning and approval process with Treasurer
- Co-lead annual membership growth and diversity planning process with O/I Officer
- Lead annual candidate recruitment and cultivation planning process
- Review and approve fundraising plan
- Review and approve annual calendar of events (SD52 meetings, trainings, forums, deadlines, events, etc.)
- Attend all State Central Committee meetings as a voting member

**Biennially**
- Advise and assist with DFL and progressive candidates’ campaigns in the district
- Oversee direct voter contact and canvassing efforts
- Develop voter education and mobilization plan and oversee implementation
- Recruit progressive delegates to DFL conventions
- Provide caucus and delegate training
- Help run the SD52 caucus and convention
- Attend the CD2 convention