Duties of a Director

Directors are key leaders in the SD52 party unit and voting members of the SD52 Executive and Central Committees. They support District Officers by actively participating in regular business meetings and events. Directors also lead initiatives or committees, assist with fundraising and/or volunteer on campaigns for local DFL and progressive candidates. SD52 currently has 14 Director seats (+14 alternates), elected with gender balance.

Primary Duties

- Attend and actively engage as voting members in SD52 Executive and Central Committee meetings
- Share ideas, information and perspectives, respectfully challenge assumptions, and encourage others to do the same
- Chair or actively serve on at least one SD52 subcommittee
- Promote DFL candidates through direct voter contact and/or other campaign support activities
- Act as a resource and advisor to SD52 Precinct Chairs and Vice Chairs

Shared Duties of All SD52 Officers & Directors

All SD52 officer and director positions are leadership roles, and thus require managing and inspiring the work of others to meet current priorities and to move the organization forward toward a shared vision.

1. Communicate and guide the mission, vision and principles of the SD52 organization
2. Display a solid understanding of and adherence to the SD52 Constitution and Minnesota political/campaign finance laws. Read the MN Public Disclosure Law - Political Committee & Fund Handbook at www.cfboard.state.mn.us/
3. Represent SD52 with integrity in the community and at party meetings and events
4. Attend and assist with SD52 business meetings, caucus, and convention
5. Promote and attend/volunteer at SD52 events whenever possible
6. Support our communities by making an effort to participate in community events and initiatives
7. Continuously invite, welcome, inform, and involve new members
8. Steadily expand our collective network and connect people and networks to each other
9. Help to recruit and encourage strong and diverse candidates for state legislature, school board, county, city or township office, and other local appointments and commissions
10. Deliver any contributions and expense receipts to Treasure within 2 business days of receipt
Characteristics of a Successful Director

- Well informed in the areas of:
  - Local news and politics
  - DFL platform
  - SD52 constitution
- Provides a talent, perspective or passion not well represented in current SD52 leadership
- Passionate about improving the lives of all people in our community
- Open to others’ viewpoints and ideas
- Thoughtful yet timely decision maker
- Action-oriented and future-focused
- Effective communicator
  - One-to-one, and
  - In small and large groups

Breakdown of Duties by Day/Week, Month, Year

Daily/Weekly:
- Keep up-to-date on email, texts and phone calls and respond as needed
- Check in with and assist subcommittee(s) as needed
- Attend any SD52- and community-sponsored events as possible
- Work to expand our network

Monthly:
- Prepare for and attend monthly business meeting and general meeting

Annually:
- Review proposed budget, plans, and calendar and provide input

Biennially:
- Attend and assist with SD52 caucus and convention
- Assist with hosting a welcoming and orientation event for new and re-elected SD52 Officers immediately following or as soon as possible after the convention
- Volunteer on campaigns