Duties of the Outreach & Inclusion Officer

The Outreach and Inclusion Officer ensures SD52 follows the MN DFL principles of inclusion. She/he strives to bring new voices into the organization and achieve diversity in perspectives and representation. The O/I Officer identifies and connects with underrepresented groups residing in SD52, and plays an important role in recruiting and cultivating diverse leaders and candidates. He/she is responsible for developing and implementing an annual outreach and inclusion plan that sets membership growth and diversity goals and outlines strategies to achieve them. The O/I Officer is preferably a representative of a minority group.

Primary Duties

Manage, Plan & Report

- Chair or serve on the Outreach & Inclusion Committee
- Co-lead a process to set annual membership growth and diversity goals, develop a plan to achieve these goals, and get the plan approval by the SD52 Executive Committee
- Advise and assist the Chair in developing and implementing an annual/ongoing plan to cultivate a solid bench of strong, diverse, progressive candidates for state, county and municipal offices, appointments and commissions
- Submit monthly O/I Committee Report with progress against goals; present report at each SD52 business meeting

Serve as SD52 Ambassador

- Welcome all new(er) attendees to SD52 meetings and events
- Work with Precinct Chairs to reach out to community leaders and groups across the district to learn from and about them, provide information on the mission, goals, and activities of the SD52 organization, and invite them to become involved

Provide Accommodations

- Ensure all SD52 meeting and event locations are handicapped accessible including adequate handicapped parking (not always in control of)
- Advise SD52 event planners on appropriate venues and accommodations for meetings/events; provide a specific list of considerations for SD52 subcommittees to use while planning meetings, activities, and events
- Work with Precinct Chairs to develop and maintain a list of locations within their precincts that meet accommodation requirements for various types of events
- Provide necessary resources to meet accommodation needs, such as interpreters or translators. Maintain a list of local equipment rentals, sign language and Spanish interpreters, translation services, transportation services, etc.
- Ensure key SD52 documents and materials are made available in at least the most prevalent non-English languages spoken in the district
Reach Out to Underrepresented Groups

- Work with Precinct Chairs to identify underrepresented groups and communities within SD52
- Research the history, culture, demographics and other useful information for each group; attend events sponsored or widely attended by these groups that are open to the community; share findings to educate and inform SD52 membership
- Develop strategies for reaching out to these groups/communities to listen and understand the issues of most importance to each; identify common goals between each group and SD52 organization
- Establish relationships with community/group members, invite them to speak and become involved in SD52, and provide them with information on topics they want to know more about, such as state/local government structures and processes, voter registration, caucuses, conventions, campaigns, and community- or SD52-sponsored events and activities

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. All officers must 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 O/I Officer

- Well informed in the areas of:
  - SD52 constitution
  - DFL constituent caucuses
  - District demographics & minority communities
  - Disability accommodations
  - Advocacy for underrepresented groups
- Personable and welcoming
- Responsive and reliable
- Organized and detail-oriented
- Effective communicator
  - one-to-one, and in small and large groups
  - written and verbal

Breakdown of Duties by Day/Week, Month, Year

**Daily/Weekly:**
- Check email, texts and phone calls and respond promptly to issues as they arise – delegate as needed
- Check in and assist Outreach and Inclusion Committee as needed
- Attend any SD52- and community-sponsored events as possible; work to expand our network

**Monthly:**
- Submit written O/I Committee Report
- Attend SD52 meeting and present report
- Attend CD2 meeting

**Annually:**
- Develop 12-month Outreach & Inclusion plan

**Biennially:**
- Volunteer on campaigns
- Attend and assist with SD52 caucus and convention