Duties of a Precinct Chair

A Precinct Chair works with his/her Vice Chair(s) to engage and inform the residents of their precinct and build community networks. Precinct officers often work directly with candidates and current office holders to address the unique needs in their precinct. The Chair is a voting member of the SD52 Central Committee, and the Vice Chair is his/her alternate. Precinct officers are also welcome to chair or serve on SD52 subcommittees.

Precinct Chairs and Vice Chairs are the face of the SD52 organization at its grass roots, the precinct. Every other level builds on what happens in the precincts, whether it’s the Senate District (SD), Congressional District (CD) or State Central Committee (SCC). Precinct leaders are key points of contact for neighbors interested in the party, the issues and building their community. They often work directly with candidates and current office-holders to help them address the unique make-up and needs of their precinct. The Chair or Vice Chair often serves as the convener at biennial the precinct caucus, but that is not required.

Primary Duties

The Precinct Chair and Vice Chair work together to reach out to their neighbors and build supportive community networks. That might mean staying in touch with caucus attendees and conference delegates, delivering invitations to the SD52 picnic, helping recruit volunteers to staff an event or knock on doors with a candidate, or getting people together at a neighborhood meeting or a party to talk about issues or just have fun while building relationships.

- Attend and participate as a voting member in monthly SD52 Central Committee meetings
- Work with Precinct Vice Chair and SD52 advisors to develop and implement a plan for engaging and connecting precinct residents. The plan may include ways to:
  - identify democratic voters, and enroll volunteers
  - provide information on issues, candidates, open seats, community-building opportunities, and the SD52 organization
  - increase the attendance at precinct caucus, and the number of delegates to DFL conventions
  - reach out to different groups and communities within the precinct
  - identify and recognize local volunteers/organizations doing important work in the community
  - get out the vote
- Keep up-to-date on the layout of the precinct, noting important features such as housing units, popular community gathering areas, potential event venues or meeting spaces, and noting important changes, like new developments
- Work with SD52 Outreach and Inclusion Officer to identify specific groups and communities within the precinct to include in outreach, inclusion, and networking efforts
- Work with SD52 Secretary to help keep our voter/member/volunteer/vendor databases up-to-date for their precinct
Shared Duties of all SD52 Leaders

SD52 Precinct Chairs and Vice Chairs are key grassroots leadership and networking roles.

1. Communicate the mission, vision and principles of the SD52 organization
2. Display a solid understanding of the SD52 Constitution
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 when possible
6. Make an effort to participate in various community-sponsored 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 SD52 Treasure within 2 business days of receipt

Characteristics of a Successful Precinct Chair

- Well informed in the areas of (or willing to research and learn about):
  - Local issues, news and politics
  - DFL platform
  - Caucus/convention processes
- Personable and welcoming
- Enjoys meeting new people and introducing people to others
- Passionate about improving the lives of all people in our community
- Open to others’ viewpoints and ideas
- Action-oriented and future-focused
- Good conversationalist
  - One-to-one
  - 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
- Attend SD52- and community-sponsored events as possible
- Work to expand the network within your precinct, both informally and as indicated in the precinct plan
- Look for and greet people from your precinct at meetings and events, introduce them to others

Annually:
- Develop precinct engagement plan
- Review proposed budget, action plans, and calendar for SD52 and provide input

Monthly:
- Attend SD52 meeting; encourage more people from your precinct to also attend
- Other activities as indicated in precinct plan

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