Duties of the Secretary

The Secretary serves as the chief recorder and keeper of SD52 records. He/she also oversees data management and communications for the district. Many of the data management and communications duties are typically tasked to other individuals or committees, the Secretary monitors progress and intervenes as needed to keep the work on track.

Primary Duties

**Communications**
- Chair or serve on Communications Committee; oversee SD52 mailings, website, social media accounts, and publicity/press
- Post public notices of precinct caucuses and other public SD52-sponsored events or activities
- Authorize actions in connection with publicity and press releases
- Distribute meeting notices, agendas, and minutes to all members
  - Agendas and notices to be distributed at least one week prior to scheduled meeting
  - Minutes to be distributed within one week following meeting
  - Bring at least five hard copies of previous meeting’s minutes to each meeting to make available for attendees
- Verbally summarize assigned tasks and action items at the end of each meeting
- Assemble and distribute annual calendar of events (i.e., SD52 meetings, training, forums, events, deadlines, CD2 meetings, State DFL Executive and Central Committee meetings, caucus, conventions, elections, etc.); submit to State DFL calendar
- Communicate as needed with SD52 members, state/local officials, vendors, news outlets, etc. primarily through electronic and hard copy mailings and postings

**Recordkeeping & Data Management**
- Chair or serve on Data Management Committee (may be a subgroup within another subcommittee)
- Take detailed minutes during each SD52 meeting; Properly archive minutes
- Maintain a permanent record of SD52 activities for use by future officers and include in the DFL Living Library
- File a copy of any revisions to the SD52’s constitution with the State DFL
- Maintain accurate lists and contact info for:
  - Meeting/event attendees
  - Volunteers
  - Community contacts (e.g., preferred vendors, speakers, contacts in other community-based groups)
- Create and maintain a complete roster of:
  1. SD52 Central Committee – Officers, Directors/alternates, Precinct Chairs & Vice Chairs
  2. CD2 and State Officers and Delegates who reside in SD52 (also members of SD52 Central Committee)
  3. SD52 Subcommittee Chairs (e.g., Communications, Strategy & Steering, Fundraising, Events)
  4. CD2 Central Committee – Officers and Directors
  5. State Central Committee – Officers and Delegates
  6. SD52 residents on CD2, State Central and/or Executive Committees
  7. Convention Delegates/alternates to SD52, CD2, State and National conventions
- Keep information in the SD52 database up-to-date; maintain administrator access
- Clarify the role SD52 will (and will not) play with regard to maintaining and utilizing the VAN; oversee this work
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/](http://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 Secretary

- Well informed in the areas of:
  - Social media
  - Communication tools (e.g., Mail Chimp)
  - Data Management tools (e.g., Excel)
  - Doing online research
- Note-taking and written communication skills
- Organized and detail-oriented
- Responsive and reliable
- Provides clear direction; good delegator

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 Communications & Data Management Committee(s) as needed
- Send out event/activity/nomination notices and compile information as needed
- Attend any SD52- and community-sponsored events as possible; work to expand our network

Monthly:
- Send meeting agenda and reminders
- Compile subcommittee reports
- Print materials for SD52 meeting: sign-in sheets, agendas, etc.
- Bring name tags, name tents, and other meeting materials; arrive early to help set up
- Attend SD52 meeting and take minutes
- Prepare and send out minutes
- Check office supplies and work with Treasure to restock as needed
- Attend CD2 meeting

Annually:
- Compile and distribute annual calendar of events; submit to State DFL calendar

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