Duties of a Subcommittee Chair

A Subcommittee Chair within SD52 manages the work of a standing or ad hoc committee. As chair, s/he leads the planning and work of a group dedicated to critical work areas such as communications, fundraising, events, caucus/convention, outreach/inclusion, special projects, etc. The subcommittee chair often serves as a liaison between their subcommittee and other subcommittees as well as the SD52 executive committee.

Primary Duties

Strategy & Planning

- Lead subcommittee members to:
  - Set specific goals and objectives for the subcommittee and to define what is (and is not) within the scope of the subcommittee’s work
  - Determine strategic/tactical options for meeting subcommittee objectives
  - Develop a plan and budget

Recording & Reporting

- Call, plan (i.e., provide an agenda) and facilitate subcommittee meetings
- Ensure meeting notes are recorded and provided to all subcommittee members in a timely manner
- Submit monthly subcommittee report and verbally present report at monthly SD52 meetings

Implementation & Coordination

- Help coordinate division of labor and implementation of plan
- Monitor progress against plan and goals
- Recruit new subcommittee members and advisors as needed
- Coordinate planning and implementation efforts with other subcommittees or organizations as needed

Shared Duties of all SD52 Leaders

Subcommittee Chairs are key leadership roles within the SD52 organization.

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, precinct caucus, and convention whenever possible
5. Promote and attend/volunteer at SD52 events whenever possible
Shared Duties of all SD52 Leaders (con’t)

6. Make an effort to participate in 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 Subcommittee Chair

- Basic planning and management skills
- Responsive and reliable
- Organized and action-oriented
- Effective written/verbal communicator

Breakdown of Duties by Day/Week, Month, Year

**Daily/Weekly** (will vary some across subcommittees):
- Check email, texts, phone calls and respond promptly to issues as they arise – delegate as needed
- Check in with subcommittee members as needed

**Monthly** (will vary some across subcommittees):
- Call, plan, and attend subcommittee meetings as needed
- Submit monthly committee report
- Attend monthly business meeting and general meeting; Present subcommittee report

**Annually** (for standing committees):
- Develop subcommittee plan & budget
- Review proposed SD52 budget, action plans, and calendar and provide input

**Biennially:**
- Will vary by subcommittee (i.e., a lot for Caucus/Convention Chair, but little or none for other subcommittee chairs)