Duties of the Vice Chair

The SD52 Vice Chair acts as a partner or assistant to the Chair, and is prepared to assume any of his/her duties. This position is often considered a developmental opportunity for those interested in taking on the Chair role in the future.

The Chair and Vice Chair shall not be the same gender.

Primary Duties

The Vice Chair does not have authority to approve expenditures, otherwise it is up to the Chair and Vice Chair to decide how they want to divvy up and work together to carry out all other duties of the Chair.

See “Duties of the Chair”

Note: In Senate Districts without an Outreach & Inclusion (O/I) Officer, those duties fall to the Vice Chair. The SD52 constitution, however, requires an O/I Officer.

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 Vice Chair

See “Duties of the Chair”

Breakdown of Duties by Day/Week, Month, Year

See “Duties of the Chair”