

# Mesa County Women's Group

## Operating Guidelines

Adopted February 2021

### **Mission:**

Members of the Mesa County Women's Group are committed to support, promote and advance the values, ideals and goals of the Mesa County Democratic Party. This is achieved through active participation, civic engagement, education, training and political action. Our Women's Group creates a place to socialize, have fun and work together on meaningful projects.

### **Leadership Team:**

The Women's Group Leadership Team takes responsibility for the overall management of the Women's Group. The Leadership team is responsible to assure regular membership meetings are held and all of the activities and projects undertaken are known to and supported by the Mesa County Democratic Party leadership. The Women's Group Leadership Team structure consists of two Co-Facilitators, one Communications Lead, one Data / Technical Lead and one Liaison to the Mesa County Democratic Party Leadership.

### **Meetings:**

The Leadership Team is responsible to arrange and facilitate regular membership meetings, which are open to the members, their guests and other interested community members. Meetings may be held in person or, when necessary, virtual meetings will be utilized in lieu of in-person meetings. Small groups, project teams and social meetings may be planned by members and held at the Mesa County Democratic Office. During the COVID-19 pandemic, the Mesa County Health Department safety measures must be adhered to for all in-person meetings or other gatherings.

### **Membership:**

The Mesa County Women's Group welcomes individuals who support our political values. We welcome new members irrespective of gender, race, or ethnicity.

### **Projects:**

The Mesa County Women's Group intends to be flexible, creative and open to providing opportunities for socialization, political action, collaboration, and the development of large or small goal-oriented projects. Projects may be initiated by individual members, a group of members, or requested by the Party Leadership. The "Project Planning Guide" may be useful when planning large projects (see attached). Each Project must have a designated leader(s) willing to guide it from beginning to completion. Proposed Projects that do not have a designated lead may be placed on hold, until leadership is identified.

### Potential Projects by Categories found in the Mesa County Democratic Party Platform:

- Climate Change and the Environment
- Health Care and Quality of Life
- Economy
- Government
- Education
- Participation on the Mesa County Platform Committee

Other Project Categories or Political Activities supported by the Party:

Elections

Candidate/Campaign support / Get Out the Vote (GOVT), “Women to Women” phone calls

Precinct work/ Work with JoLynn to fill the vacant Precinct Chair Positions in Mesa County

Outreach, Education and Training /organize a Women’s Conference or Young Dems Event

Create or participate in Civic Action Groups (such as CACA or Young Dems)

Participate as a liaison with the State of Colorado’s Democratic Party “Women’s Initiative”

Women’s Rights including Pro-choice/ pay equity /affordable quality day care, etc..

Work with the existing Committees of the Mesa County Party

Work in Collaboration with other progressive organizations / local, regional and national

Assist with the Quarterly distribution of the “Welcome Letter”

Contribute to the WG Facebook / News Letter / or Start a Blog

Fund Raising for the WG and/or the Mesa County Democratic Party

**New ideas and recommendations for project development are needed and always welcome!**

**Decision Making:**

It is intended that members of the Women’s Group will be actively involved in decisions impacting the overall group. Whenever possible, we will try to reach consensus on matters that are before the group. When consensus cannot be reached, we will put the issue(s) to a vote. Those in attendance of the meeting will be asked to vote and a simple majority of the votes will determine the decision. Members will be asked to propose a clear “motion” to place before the group prior to the voting by show of hands or simple yes/no vote.

Project Teams are encouraged to resolve issues of disagreement through discussion and reaching consensus on how to proceed. If the Project team members cannot resolve a disagreement or conflict, they may request assistance or clarification from the Leadership Team. Individuals may, of course, voluntarily withdraw from the Project or activity.

**Fund Raising:**

Membership dues are not assessed. However, members or others wishing to support the Mesa County Women’s Group are encouraged to make a donation to the Mesa County Democratic Party, and designate the donation to the Women’s Group. These donations are set aside to support the Women’s Group activities and projects. Authorization for expenditures from the WG fund are made by the WG Leadership Team.

# Mesa County Women's Group

## Project Planning Guide

Date\_\_\_\_\_ Project Idea or Name\_\_\_\_\_

Project Team Lead(s) and Team Member Names and contact information:

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Describe the Project: Start Date\_\_\_\_\_ Anticipated End Date\_\_\_\_\_

What is the overall purpose of the project?

How many volunteers will you want or need?

Are special skills or equipment needed or desired? No /Yes (describe)

What are your goals, what do you hope to achieve? When possible, set goals that can be measured.  
(example: The Welcome Letters will be mailed quarterly. We anticipate mailing a total of 450 letters/quarter with an annual total of 1800 letters mailed)

Are you requesting funds from the Women's Group or the Mesa County Democratic Party? No / Yes (describe)

Are you requesting funds or in-kind donations from sources other than the Party? No / Yes (describe)

Describe the necessary expenditures and total requested from the Women's Group or Party.  
(Example: Paper \$30/ Envelopes \$10/ Postage \$60 / Total requested \$100)

Estimated total cost for the Project: \_\_\_\_\_

Will permits or other regulatory authorizations be required? No / Yes (describe)

Attach or add other Project Details below:

Project Approved: \_\_\_\_\_ Date\_\_\_\_\_