



# RE-ORGANIZATION JOB DESCRIPTIONS

## STATE OFFICERS

**State Party Chair:** The State Chair is responsible for the day-to-day running of the entire Colorado Democratic Party. The Chair is responsible for personnel decisions, signing of contracts and raising money to pay for the operations and campaign projects of the Colorado Democratic Party. The State Chair recruits and trains candidates, volunteers, supports and trains county parties and is responsible for planning multi-county and state bi-annual re-organizations, assemblies and conventions. The Chair devises a campaign plan for the priorities each year, in periodic consultation with the other officers. The State Party chair is an automatic member of the Democratic National Committee and the Association of State Democratic Chairs and EDs. The State Chair creates the agenda and presides over the State Central and Executive meetings, including State Re-Organization, Assembly and Convention. The State Chair sets the leadership tone and priority projects of the state party, helps resolve disputes, and provides messaging and digital guidance for local leaders and activists across the state. The State Party Chair works closely with the other officers for planning and implementing projects and works closely with the Executive Director and other staff on the day to day operations and projects of the party. The Chair is responsible for compliance with the law, adequate insurance, and for all state party contracts. The State Chair is a full-time (plus) position and is expected to also build relationships with Democratic elected officials at the federal, state and local level. It is the responsibility of the chair to lead the state to elect as many Democrats as possible. (This means overseeing voter registration, recruitment, training, persuasion and targeting guidance, voter protection and get out the vote.) This may include flipping new seats, defending current seats or defeating recall efforts against our candidates.

**State Party 1<sup>st</sup> Vice Chair:** The First Vice Chair steps in to cover any of the duties of the Chair (above) if the Chair is unavailable. The First Vice Chair is an automatic member of the Democratic National Committee and the Association of State Democratic Chairs and EDs. The First Vice Chair must not be the same gender as the Chair. The job of the First Vice Chair is to support the Chair and help the party achieve its goals. The First Vice Chair contributes their time and skills to the greater vision of the party. There is a great deal of flexibility of what this looks like and will often be defined with more specificity in consultation with the Chair.

**State Party 2<sup>nd</sup> Vice Chair:** The Second Vice Chair steps in to cover any of the duties of the Chair or 1<sup>st</sup> Vice Chair if they are unavailable. There is a great deal of flexibility as to what this officer is responsible for, but has traditionally been focused on Outreach efforts of the State Party. The Second Vice Chair may handle other duties as delegated and is a member of the Executive Officer Team.

**State Party Secretary:** The State Party Secretary is responsible for taking notes and minutes for all party meetings. The Secretary submits the draft minutes for review and edits and presents them for adoption at the next meeting and for documenting follow up and to do items arising out of Executive Officer meetings. This position may also include list maintenance and hygiene for Democratic Party membership of the State Central Committee and the State Executive Committee. This position may also include periodic communications from the party.

**Treasurer:** The State Party Treasurer is a signer on all CDP accounts, reviews FEC and TRACER reports prior to filing, assists with fundraising, and participates in creating and presenting the CDP budget. The State Party Treasurer is the registered agent, whose name appears on all printed materials and they are the designated recipient for all official communications from the FEC or SOS. The person in this position has legal responsibility for the finances of the state party. The State Party Treasurer is part of the executive officer team and may assist with other Democratic party projects from time to time.

## STATE EXECUTIVE COMMITTEE

**Executive Committee Members:** Automatic or elected bonus members to the State Executive Committee review the state party budget and approve the annual budget. This committee also ratifies the hiring of the Executive Director. Members will be asked to join a sub-committee on voter registration, outreach or finance. There are usually 2 SEC meetings per year.

## STATE CENTRAL COMMITTEE

**State Central Committee Members:** Automatic or elected bonus members to the State Central Committee are the governing body of the State Democratic Party, responsible, voting at state re-organization, voting on proposed rules changes or adoption of new policies. There are usually 2 - 4 SCC meetings per year. The committee is surveyed periodically for input on endorsement of ballot measures.

## CONGRESSIONAL DISTRICT OFFICERS

Congressional District Officers are responsible for running the Congressional District Assembly in conjunction with the State Party to nominate one or more Democratic Candidates to the Democratic Primary Ballot for Congress, and if the seat is up in the cycle, CU Regent and State Board of Education. The Congressional District Officers are responsible for ensuring candidate paperwork is timely completed and filed.

In Presidential cycles, they are responsible for running the Congressional Convention, electing National Delegates and Presidential Electors in accordance with the Delegate Selection Plan.

The Congressional District officers also may need to convene a vacancy committee meeting if there is a vacancy in candidacy.

District Officers are also responsible in helping plan and hold a reorganization meeting to elect officers for the next 2-year cycle. Additionally, the chair and vice chair are automatic members of the State Executive Committee.

The officeholders may be part of candidate recruitment and post-primary helping elect and support the Democratic nominees in their District. They may innovate other ideas for organizing across the jurisdiction so long as it does not violate laws, rules or policies.

## JUDICIAL DISTRICT OFFICERS

Judicial District Officers are responsible for running the Judicial District Assembly in conjunction with the State Party to nominate one or more Democratic Candidates to the Democratic Primary Ballot for District Attorney in Presidential Years. A candidate

seeking ballot access through the assembly process must receive 30% or more of the vote under state law.

The Judicial District Officers are responsible for ensuring candidate paperwork is timely completed and filed.

The Judicial District officers also may need to convene a vacancy committee meeting if there is a vacancy in candidacy.

The officers may be part of candidate recruitment and post-primary helping elect and support the Democratic nominees in their District. They may innovate other ideas for organizing across the jurisdiction so long as it does not violate laws, rules or policies.

## COUNTY OFFICERS

**County Party Chair:** The County Chair runs to the day-to-day operations of the county party. They are responsible for raising the funds needed to fund the party's core functions and election programs. They preside over county party meetings, including county central committee and executive committee meetings, caucuses, county assemblies, county conventions, county re-organization, and county vacancy committee meetings. The County Chair may have appointments to make to various committees depending on local rules. The County Chair works in conjunction with others to recruit a full slate of Democratic candidates in the county. The County Chair works to find precinct organizers for each precinct and fill vacant PCP positions, if any. The County Chair works with electeds and other district leaders within their county. The County Chair, in conjunction with other officers and volunteers is responsible for any annual events or forums. The County Chair is responsible for developing a Win Plan and Budget for the county for each year focused on how we defend or grow the number of elected Democrats in the county and contribute to wins across county lines. The County Chair is an automatic member of the State Central Committee.

**County Party 1<sup>st</sup> Vice Chair:** The First Vice Chair steps in to cover any of the duties of Chair (above) if the Chair is unavailable. The job of the First Vice Chair is to support the Chair and help the party achieve its goals. The First Vice Chair contributes their time and skills to the greater vision of the party. There is a great deal of flexibility of what this looks like and will often be defined with more specificity in consultation with the Chair. The County Vice-Chair is an automatic member of the State Central Committee.

**County Party 2<sup>nd</sup> Vice Chair:** The Second Vice Chair steps in to cover any of the duties of the Chair or 1<sup>st</sup> Vice Chair if they are unavailable. There is a great deal of flexibility as to what this officer is responsible for, but local custom or rules may put emphasis on different tasks.

**County Party Secretary:** The County Party Secretary is responsible for taking notes and minutes for all party meetings. The Secretary submits the draft minutes for review and edits and presents them for adoption at the next meeting and for documenting follow up and to do items arising out of Executive Officer meetings. This position may also include list maintenance and hygiene for the Democratic Party membership of the County Central Committee and the State Executive Committee. This position may also include periodic communications from the party.

**County Party Treasurer:** The County Party Treasurer is responsible for the **timely filing of all county campaign finance reports** in TRACER with the Secretary of State's Office. The County Treasurer is usually a signer on the county party bank account(s). The County Treasurer is responsible for making sure the accounts balance, that receipts are

probably kept and filed for all expenditures, and that donations accepted are from legally acceptable sources under limits allowed by law.

## SENATE DISTRICT OFFICERS

Senate District Officers are responsible for running the Senate District Assembly in the years their district is on the ballot, to nominate one or more Democratic Candidates to the Democratic Primary Ballot for State Senate. If the district crosses party lines, they work with the state party on their assembly. The Senate District Officers are responsible for ensuring candidate paperwork is timely completed and filed.

The Senate District officers also may need to convene a vacancy committee meeting if there is a vacancy in candidacy or a vacancy in office.

District Officers are also responsible in helping plan and hold a reorganization meeting to elect officers for the next 2-year cycle.

The officers may be part of candidate recruitment and post-primary helping elect and support the Democratic nominees in their District. They may innovate other ideas for organizing across the jurisdiction so long as it does not violate laws, rules or policies.

## HOUSE DISTRICT OFFICERS

House District Officers are responsible for running the House District Assembly to nominate one or more Democratic Candidates to the Democratic Primary Ballot for State House. If the district crosses party lines, they work with the state party on their assembly. A candidate seeking ballot access through the assembly process must receive 30% or more of the vote under state law.

The House District Officers are responsible for ensuring candidate paperwork is timely completed and filed.

The House District officers also may need to convene a vacancy committee meeting if there is a vacancy in candidacy or a vacancy in office.

The officers may be part of candidate recruitment and post-primary helping elect and support the Democratic nominees in their District. They may innovate other ideas for organizing across the jurisdiction so long as it does not violate laws, rules or policies.

District Officers are also responsible in helping plan and hold a reorganization meeting to elect officers for the next 2-year cycle.

Where House Districts are contained wholly within one county, the House District officers generally hold monthly meetings, help recruit PCPs in their House District, and organize Get out the Vote efforts. Some regions also elect Captains who take on significant organizing and programmatic roles.

## INITIATIVE OFFICERS

**Initiative Chair:** The Initiative Chair presides over Initiative meetings and is responsible for devising the Win Plan for the initiative including voter registration goals, outreach goals, candidate support post primary and targeted Get Out the Vote efforts to the relevant community. They set the vision for how to recruit new members, new volunteers and expand outreach into the broader community.

They preside over initiative re-organization, review the initiative bylaws for any needed updates. They work with local chapters of initiatives formed as a chapter under the state or under the county party. Projects of initiatives may include adopting festivals, parades, community events, community service projects. They work with the other initiative officers and members to analyze data and demographics, best messaging and tactics for outreach, building the bench for new Democrats and candidates and supporting candidates that fit their mission when there is no contested primary. The Chair of the initiative, or their designee is a member of the State Executive Committee and the State Central Committee.

**Initiative 1<sup>st</sup> Vice Chair:** The First Vice Chair steps in to cover any of the duties of Chair (above) if the Chair is unavailable. The job of the First Vice Chair is to support the Chair and help the party achieve its goals. The First Vice Chair contributes their time and skills to the greater vision of the initiative. There is a great deal of flexibility of what this looks like and will often be defined with more specificity in consultation with the Chair.

**Initiative 2<sup>nd</sup> Vice Chair:** The Second Vice Chair steps in to cover any of the duties of the Chair or 1<sup>st</sup> Vice Chair if they are unavailable. There is a great deal of flexibility as to what this officer is responsible for, but local custom or rules may put emphasis on different tasks.

**Initiative Secretary:** The Initiative Secretary is responsible for taking notes and minutes for all party meetings. The Secretary is responsible for maintaining a current membership roster (in conjunction with the Initiative Treasurer where dues are required for membership). This position may also include periodic communications from the initiative.

**Initiative Treasurer:** The Initiative Treasurer is usually one of two necessary signers on the initiative bank account. (The other signer is the State Party Chair and/or Executive Director). The Initiative Treasurer is responsible for making sure the accounts balance, that receipts are properly kept and filed for all expenditures, and that donations accepted are from legally acceptable sources under limits allowed by law. They are also responsible for creating and managing the Initiative's budget to make sure it is raising what it needs to execute the programs it has planned.

## PLATFORM MEMBERS

**Platform Committee Members:** Members of the Platform Committee are elected from each Congressional District & each House District. They review the current platform, take input, and prepare the new proposed Colorado Democratic Party platform and the next state assembly. Members should have a good handle on policy, messaging and the regional differences across the state to make sure the platform that reflects all Colorado Democrats and can connect with many Unaffiliated voters as well.

## STATE EXECUTIVE COMMITTEE

**Executive Committee Members:** Automatic or elected bonus members to the State Executive Committee review the state party budget and approve the annual budget. This committee also ratifies the hiring of the Executive Director. Members will be asked to join a sub-committee on voter registration, outreach or finance. There are usually two SEC meetings per year.

## STATE CENTRAL COMMITTEE

**State Central Committee Members:** Automatic or elected bonus members to the State Central Committee are the governing body of the State Democratic Party, responsible for voting at state assembly, voting at state re-organization, voting on proposed rules changes or adoption of new policies. There are usually two to four SCC meetings per year.