

Senate District Chair

Constitution Description: "It shall be the duty of the Senate District Chair to convene the Senate District Convention (following the procedures described in the Call) and preside at meetings of the Senate District Central Committee and Executive Committee. The Chair shall attend meetings of the State and Congressional District Central Committees. The Chair shall also perform all other duties incident to the office."

Position Description: The Senate District Chair has the responsibility to lead Senate District 58. The Chair must have the ability to organize, fundraise, provide direction, work well with others and ensure district goals are being met. The Chair is a representative of the Minnesota State Democratic-Farmer-Labor Party and should be well versed in the Official Call and the Constitution and Bylaws of the DFL. The Chair must uphold the constitution, bylaws and endorsements of the DFL.

Specific Job Duties:

- Call and convene Senate District 58 conventions, including overseeing the planning and execution of the convention.
- Preside over organization of precinct caucuses including recruiting conveners, reserving handicapped accessible locations and ensuring adequate public notification.
- Organize and preside over meetings of the senate district Executive and Central Committee including establishing the proposed agenda and providing member notice at least two weeks prior to the meeting.
- Represent the senate district as a delegate at state DFL Central Committee meetings as scheduled.
- Represent the senate district as a delegate at monthly Second Congressional District DFL meetings.
- Support DFL endorsed candidates.
- Act as the main local contact in the district for campaigns and the state DFL office.
- Appoint committees to carry out party activities including fundraising, publicity, volunteer recruitment, candidate recruitment and GOTV.
- Work with the district Central Committee to develop a budget and district goals.

Senate District Vice Chair

Constitution Description: "The Vice Chair shall preside at Central and Executive Committee meetings, and convene the Senate District Convention, in the absence of the Chair. It shall further be his or her duty to assist the Chair in the discharge of the Chair's duties, and to be a delegate to the State and Congressional District Central Committees. The Vice Chair shall be of opposite gender to the Chair."

Position Description: The Senate District Vice Chair has the responsibility to lead Senate District 58 along with the Chair. The Vice Chair must have the ability to organize, fundraise, provide direction, work well with others and ensure district goals are being met. The Vice Chair is a representative of the Minnesota State Democratic-Farmer-Labor Party and should be well versed in the Official Call and the Constitution and Bylaws of the DFL. The Vice Chair must uphold the constitution, bylaws and endorsements of the DFL. The Vice

Chair must be able to fulfill the duties of the Chair if the Chair is unable to fulfill their job duties.

Specific Job Duties:

- Be prepared to assume the duties of the Chair.
- Preside over meetings of the senate district Executive and Central Committee if the Chair is absent.
- Represent the senate district as a delegate at state DFL Central Committee meetings as scheduled.
- Represent the senate district as a delegate at monthly Second Congressional District DFL meetings.
- Support DFL endorsed candidates.

Senate District Secretary

Constitution Description: "It shall be the duty of the Secretary to preserve the minutes and attendance records of all proceedings of the Executive and Central Committees. The Secretary shall, at the direction of the Chair, notify members of the Executive and Central Committees of meetings of this organization. The Secretary shall perform all other duties usually incident to the office of Secretary."

Position Description: The Secretary of the Senate District is the recorder and keeper of the records of the Senate District DFL. Good records prevent wasted time and misunderstandings within the district.

Specific Job Duties:

- Accurate recording of the minutes of senate district Central and Executive Committee meetings, and distribute meeting minutes to district members.
- Maintain a list of all district members, addresses, telephone numbers and e-mail addresses, updates to the VAN.
- Maintain attendance records for meetings and events.
- Notification of meetings and events to district members.
- Maintain a collection of permanent records of activities to be forwarded to future secretaries for use by future senate district officers.
- Preside over meetings of the senate district Executive and Central Committee if the Chair and Vice Chair are absent.
- Represent the senate district as an alternate at state DFL Central Committee meetings as scheduled.
- Represent the senate district as an alternate at monthly Second Congressional District DFL meetings.
- Attend local meetings.
- Support DFL endorsed candidates.

Senate District Treasurer

Constitution Description: "The Treasurer shall have charge of the funds of this organization, and shall make no disbursement thereof without authority or ratification by the Executive Committee, the Central Committee, or the Chair. The Treasurer shall perform all other duties usually incident to the office of Treasurer."

Position Description: The Senate District treasurer is, according to state law, the legal representative of the

senate district. The treasurer maintains custody of all funds, prepares checks for payment and keeps strict financial records of contributions and expenditures. It is the treasurer's responsibility to submit those records in the required format to the State Campaign Finance Board. The Treasurer may not disburse funds without ratification by the senate district Central or Executive Committees.

Specific Job Duties:

- Prudently manage the funds of Senate District 58.
- Maintain accurate record of financial transactions following Minnesota State statutes.
- Submit all required financial reports to the State Campaign Finance Board on time.
- Provide financial reports at each senate district Executive and Central Committee meeting to members.
- Represent the senate district as an alternate at state DFL Central Committee meetings as scheduled.
- Represent the senate district as an alternate at monthly Second Congressional District DFL meetings.
- Attend local DFL meetings
- Support DFL endorsed candidates.
- Establish an audit committee to review finances if requested by the Central or Executive Committees.

Senate District Outreach & Inclusion Officer

(Community Outreach)

Constitution Description: "The Outreach & Inclusion Officer shall be responsible for outreach to underrepresented groups within the Senate District, and shall perform all other duties usually incident to the office of Affirmative Action Officer in the DFL Party."

Position Description: The Outreach & Inclusion Officer is key to identifying and establishing relationships with district members who might not normally participate in the political process.

Specific Job Duties:

- Responsible for leading the development and implementation of a senate district Outreach & Inclusion Action Plan and leading a district Outreach & Inclusion Action Committee.
- Taking a lead in reaching out to underrepresented communities in the district and developing relationships with people that include but are not limited to people of color, seniors, young people, those in poverty, people with disabilities, underrepresented religious communities, the LGBTQ community, and others, encouraging greater participation in DFL party activities.
- Representing the senate district in state and congressional district Affirmative Action Committee meetings and activities.
- Attend local DFL meetings.
- Support DFL endorsed candidates.

Senate District Communications Officer

Constitution Description: "It shall be the duty of the Communications Officer to maintain the district Web site and manage all district social media activities, to send district communications on behalf of the chair, executive committee and central committee; and to maintain an electronic repository of important district documents. The Communications Officer

shall perform all other duties usually incident to the office of Communications. It shall be the duty of the Communications Officer to maintain the district Web site and manage all district social media activities, to send district communications on behalf of the chair, executive committee and central committee; and to maintain an electronic repository of important district documents. The Communications Officer shall perform all other duties usually incident to the office of Communications.

Specific Job Duties:

- Create or maintain the Senate District Website
- Manage the SD's Facebook and Twitter properties
- Attend local DFL meetings
- Support DFL endorsed candidates.

Senate District Directors

Constitution Description: "The Directors shall perform those functions assigned to them from time to time by the Executive Committee or the Central Committee."

Position Description: The senate district Directors round out the executive leadership group providing leadership in the district and performing various duties within the senate district including fundraising, publicity, candidate support, strategic planning, management of resources and leading district events.

Specific Job Duties:

- Work to grow the financial resources of the district.
- Work to grow the volunteer resources of the district.
- Members of the senate district's Executive and Central Committees.
- Attend local DFL meetings.
- Support DFL endorsed candidates.

State Central Committee – Delegate and Alternate

Position Description: State Central Committee members represent the senate district at DFL State Central Committee meetings. The State Central Committee is the governing body of the DFL party, between conventions and meets three to four times a year.

Specific Job Duties:

- Members of the senate district's Central Committee.
- Fill vacancies for positions elected by the State Convention or Business Conference
- If necessary between conventions, endorse candidates for statewide office
- Participate in State Business Conferences, establish budget, elect party leadership and party building
- Grant charters to a constituency caucus as an organization within the Party
- Attend local DFL meetings
- Support DFL endorsed candidates.