

## Interested in Serving as a Senate District Officer?

All Senate District Officers serve a 2 year term. Candidates for all positions are screened by the nominations committee in advance of the senate district convention. The nominations committee recommends a slate of candidates to the delegates of the SD38 convention for a vote. Interested persons can nominate themselves or others for officer positions. The screening process will take about 10 minutes.

Position	Description of duties	SD38 Exec. committee	SD38 Central	CD2 & State Central Committees
<b>Senate District Chair</b>	The chair presides at meetings of the senate district (SD) central and executive committees. As the leader of the senate district, the chair works with DFL-endorsed legislative candidates to help get them elected. He or she helps set up precinct caucuses and conventions and opens the Senate District Convention following the procedures described in the State DFL Call. The chair is responsible for managing the district, organizing candidate support, fund-raising, various events, and being the public face of the district. The chair should be knowledgeable about the Rules of the State DFL.	<b>X</b>	<b>X</b>	<b>X</b>
<b>Senate District Associate Chair</b>	The associate chair must be of the opposite gender to the chair. She/he presides at the central and executive committee meetings in the absence of the chair. Other duties include assisting the chair in discharge of his/her duties.	<b>X</b>	<b>X</b>	<b>X</b>
<b>Senate District Secretary</b>	The secretary is responsible for taking and preserving the minutes and attendance records of all proceedings of the SD38 executive and central committees, coordinating the mailings, communication with SD38 members and state organizations, and maintaining databases and other records. Computer skills required.	<b>X</b>	<b>X</b>	
<b>Senate District Treasurer</b>	The treasurer is in charge of the funds of the SD. The treasurer also completes and files of all MN campaign finance reports for the district, issues SD 38 MN campaign refund forms, maintains the checkbook, receives funds, pays bills, and writes thank you notes to donors. Training is provided. Computer skills required.	<b>X</b>	<b>X</b>	
<b>Senate District Affirmative action officer</b>	The affirmative action officer is responsible for outreach to underrepresented groups within the SD38, and ensures the district complies with affirmative action principles of the DFL party. Training is provided.	<b>X</b>	<b>X</b>	
<b>Senate district directors (11 with gender balance)</b>	Directors serve on and perform functions assigned to them by the SD38 executive or central committees. These could include sitting on one of the following committees: budget and finance, database development, precinct development/voter recruitment, communications, SD38 events, candidate development, opposition research. No experience required.	<b>X</b>	<b>X</b>	
<b>State Central Committee Members (7 and 7 alternates with gender balance)</b>	The state central committee is the governing body of the MN DFL between state conventions. It is the responsibility of our SCC members to make certain we are represented at these meetings by a full delegation. Each SCC member is responsible for contacting his or her alternate in the event he/she cannot attend a SCC meeting. SCC members attend SD38, CD2, and state central committee meetings. No experience required.		<b>X</b>	<b>X</b>

## Positions elected by the Precincts at Precinct Caucus

During precinct caucus, attendees will elect a precinct chair, two associate chairs, and delegates and alternates to the SD 38 convention.

### **Precinct Chair and Associate Chairs** (*Elected by precinct delegates at precinct caucus*)

Each precinct will elect a precinct chair and two associate chairs. These party officers represent the precinct as voting members of the SD central committee, which guides the district in building party momentum and electing endorsed candidates. The duties of the precinct chair and associate chairs are to develop the grassroots of the party by:

- Identifying potential DFL voters and registering those who are not yet registered
- Facilitating communication among DFLers in the precinct (for example, convening meetings, e-mailing neighbors, or initiating a calling tree to get the word out about precinct or Senate District news and events)
- Helping distribute DFL literature and candidate literature or lawn signs in the precinct
- Motivating others to participate in party and election activities
- Serving as an information source in the precinct
- Volunteering at SD38 events and/or serving on senate district committees
- Serving as an active member of the SD38 Central Committee (about 6-8 meetings per year)

No experience required, but a desire to get involved is necessary

### **Delegate to SD 38 Convention (and alternates)**

Each precinct is allotted a set number of delegates and alternates who will represent the precinct at the SD 38 Convention. Delegates to the SD 38 Convention will endorse a candidate for MN House of Representatives at the Convention. They will review and recommend which resolutions put forward by the precincts will be sent on to the Second Congressional District (CD2) Convention. Delegates and seated alternates at the SD 38 Convention will select the delegates that will represent SD 38 at the CD2 and State DFL Conventions.

