



District Officers' Duties & Responsibilities

Being a district officer means organizing your District and educating voters. It involves a consistent commitment in and out of campaign season. The main duties include assisting in registering Democratic voters, serving as the ambassador for district Democratic social functions, canvassing and campaigning in your district on behalf of all Democratic candidates. Assisting in recruiting Democratic candidates, attending and reporting at State Central Committee meetings, engaging and overseeing county activities, and turning out the maximum number of Democratic voters.

District officers **are elected in odd-numbered years and serve two (2) terms**. Officers should expect to **average 25-35 hours per month in volunteer time** and maintain active status for their entire two (2) year term. Volunteer time may vary per district depending on the election cycle, and possible special elections in your precinct, county, and district.

Bylaw 43. General Duties

All officials of the Democratic Party shall:

- A. Support the Democratic Party by attending Party meetings and workshops, Party and candidate fundraising events, and other related events.
- B. Know the Democratic candidates running for elective office in their area and actively campaign for their election.
- C. Encourage unregistered citizens to register Democratic.
- D. Actively encourage Democrats to vote in elections.
- E. Be familiar with the rules, procedures, and deadlines governing absentee voting.
- F. Be informed about the positions of the Democratic Party and its candidate on contemporary issues.
- G. Know the dates of upcoming partisan elections.
- H. Support the Party through financial contributions.

Bylaw 46. Congressional District Officers

A. The Congressional District Chair shall:

- A.01. Preside at meetings of the County Convention and County Central Committee or designate a person to preside,
- A.02. Be the sole spokesperson for the Democratic Party in the congressional district unless he or she delegates that responsibility in writing to another person,
- A.03. Be the chief executive and inspirational leader of the Democratic Party in the congressional district,
- A.04. Be principally responsible for informing the county officers of upcoming events and policy decisions being made the Congressional District Central Committee and the State Central Committee,
- A.05. Be responsible for county officials and for directing, advising and assisting them in administration of their duties,
- A.06. Interview prospective candidates and recruit candidates to run for Congress when there is no Democratic incumbent,
- A.07. Coordinate candidate recruitment efforts of the county chairs in multiple county legislative districts,
- A.08. Supply county officials with Democratic Party materials and forms,
- A.09. Be responsible for raising and distributing fund and for depositing them in an account in the name of the Congressional District Party. Disbursement of funds will by means of:
 - A.09i. Check drawn on an account in the name of the County Party,
 - A.09ii. Automatic Bank Draft, or
 - A. 09iii. Bank Debit Card. Each item must be signed by the Congressional District Chair and one additional Congressional District Officer, to confirm. The authorization and confirmation must be in writing,
- A.10. Appoint the member of meeting committees with approval of the Congressional District Central Committee.
- A.11. And in addition may appoint a convention secretary, sergeant-at-arms and the tally clerk for each convention that is called. The District Party secretary may be appointed as the convention secretary.

b. The Congressional District Vice-chair shall:

- B.01. Preside at meetings when the chair is absent, is unable to preside and has failed to designate a person to preside,
- B.02. Act for the chair when the chair is absent,
- B.03. Assist the chair with such tasks as the chair may direct,
- B.04. Maintain financial records of the Congressional District Party,
- B.05. Assist the chair in raising funds,
- B.06. Assist the chair in training, directing, advising and assisting county officials in the administration of their duties,
- B.07. Sign all checks drawn on an account in the name of the Congressional District Party,
- B.08. Train, assist and advise the county vice-chairs of the district in filing financial reports required by law or Party rule,
- B.09. Prepare and submit a financial statement of the district Party which shall include the financial reports of the county parties in the district to the State Treasurer by March 1 of each year.

c. The Congressional District Secretary shall:

- C.01. Take minutes of all Congressional District Convention and Congressional District Central Committee meetings and forward a copy to the State Secretary,
- C.02. Maintain all records deemed necessary by the chair,
- C.03. Assist the chair and vice-chair as the chair may direct,
- C.04. Assist the chair in publicizing the Congressional District Party and the Democratic nominee for Congress,
- C.05. Regularly canvass county secretaries about county party activities and report the activities to the State Central Committee.