

ANN ARBOR DEMOCRATIC PARTY OFFICERS' RESPONSIBILITIES AND COMMITTEE STRUCTURE

Chair:

The primary role of the chair is to ensure that the mission and strategy of the Party is clear, understood and being met by the operations of the organization. As the head of the organization, the chair is responsible for convening the executive board and membership as well as coordinating the roles of the officers. The chair is the party's representative to the community and to the various arms of the Democratic Party at the local and campus, congressional district, state and national levels. Per the bylaws, the chair presides at meetings, appoints the chairs of various committees, designates a vice chair to act in his or her absence, and distributes the voting lists of the party.

Committees:

Executive Board: membership and responsibilities set by the bylaws
Commitment of 2-3 hours per month

General Meetings Committee: plans the meeting agenda, sets up and cleans up, provides refreshments, etc (4 people plus the Chair and VC Programs);
Commitment of 2-3 hours per month

Platform and Policy Committee: recommends positions for the party on issues and ballot questions (2 people);
Commitment of 5-10 hours per year

Ad hoc Special Issue Subcommittees: review and amend resolutions as assigned by the membership (2 people)
Commitment as required per the issue

Bylaws and Rules Committee: recommends amendments to the bylaws and suggests rules for the executive board to ensure the smooth functioning of the party. (2 people plus the Chair).
Commitment of approximately five hours per year

Secretary:

The secretary is the primary record keeper of the party, maintaining the integrity of information shared among the members and from the party to external constituencies. As the primary conduit for official membership, the secretary oversees the efforts to expand participation in party activities. Per the bylaws, the secretary is responsible for maintaining the list of party members and keeping minutes of the meetings. Additionally, the secretary will arrange for and receive correspondence on behalf of the organization, which includes letters, telephone calls, and emails.

Committees:

Membership Committee: builds and maintains the membership list and the voter database, plans orientation activities and “friend raisers” (3 people plus the VC O&I)
Commitment of 3-4 hours per month

Treasurer:

The treasurer is the fiduciary officer of the party, the custodian of the organization's funds and financial records. The treasurer oversees the fund raising program for the party and in this regard develops events and solicitations to secure support for major party activities such as the annual Labor Day Picnic. As the officer responsible for the Political Action Committee, the treasurer guides the party's financial role in elections. Per the bylaws, the treasurer receives, disburses and keeps records of the funds of the party.

Committees:

Finance Committee: drafts the annual budget, designs and implements solicitations and hosts events to raise funds. (3 people plus the Chair and Treasurer)
Commitment of 3-4 hours per month

Labor Day Picnic Subcommittee: hosts the annual picnic (5 people)
Commitment of 15-20 hours per year

Political Action Committee: recommends expenditures for electoral activities, tracks contributions to the PAC and drafts campaign finance reports for the treasurer (4 people plus VC Organization and Ward Chairs)
Commitment of 5 hours per year

Vice Chair for Organization:

The vice chair for organization ensures the operational integrity of the party. In addition to developing and implementing strategies to increase neighborhood involvement throughout the year, the vice chair for organizations directs the party's election activities, providing leadership for precinct-, ward-, and city-level Get Out the Vote (GOTV) activities. This includes management of a voter and volunteer data base strategy, and coordination with all other Democratic Party campaigns (county, state, national). Per the bylaws, the vice chair leads the Nominating Committee each year, and recommends individuals to fill vacancies in party leadership.

Committees:

Nominating Committee: duties and membership defined by the bylaws
Commitment of 20-30 hours per year

Ward Strategy Committee: designs and implements coordinated activities across the city to increase involvement in the party through the ward and precinct structure (VC Organization, Ward Chairs and Precinct Delegates)

Commitment of 2-3 hours per month, more during elections.

Campaigns & Elections Committee: recommends and coordinates the strategy for campaigns and elections, including vote targeting, voter contact activities (e.g. door to door or media) and GOTV activities leading up to elections; secures non-financial resources for these efforts (e.g. voter lists, data services, campaign materials from the party or candidates, etc). (Chair, VC Organization, PAC Chair, and one person from each ward).

Commitment of 2-3 hours per month, more during elections.

Vice Chair for Communications:

The vice chair for communications promotes the party brand to external audiences. As the party's messenger, the vice chair for communications develops and implements the internal and external communications strategy. The vice chair for communications is responsible for media relations and the development and maintenance of the party's web presence through various means.

Committees:

IT Committee: maintains the website, issues email alerts as the direction of the Secretary or the Chair, maintains social media accounts (e.g. Facebook or Twitter), maintains the internal communications system (e.g. email, shared calendar, shared files, etc). (4 people plus the VC Communications)

Commitment of 2-3 hours per month

Vice Chair for Outreach and Inclusion:

The vice chair for outreach and inclusion ensures the participation of and coordination with community organizations and civic leaders on behalf of the party. To facilitate cooperation among community groups, the vice chair for outreach and inclusion coordinates the official liaison structure, and manages the mentorship program to build new and diverse leadership for the party.

Committees:

Party Liaisons: designated by the VC O&I to share information between community groups and the party (membership as needed)

Commitment of 1-2 hours per month

Mentorship Committee: designs the mentorship program (15 mentors plus the VC O&I)

Commitment of 1-2 hours per month

Vice Chair for Programs:

The vice chair for programs directs the educational efforts of the party to elevate local and progressive issues. To build party consensus on key issues facing the community, the vice chair for programs develops a party-wide educational plan and coordinates speakers and programs for monthly party meetings and for interested wards. To ensure diverse perspectives are heard on community issues, the vice chair for programs coordinates regular "soapbox" opportunities at party meetings.

Issues Committees, such as:

Universal Health Care Committee: coordinates advocacy for health care reform with community organizations and other party entities (a chair plus open membership)
Commitment as required by the issue

Campaign Finance Reform Committee: articulates the importance of campaign finance reform to the community, coordinates with the PAC to secure resources, coordinates with the Bylaws and Rules Committee to ensure appropriate internal policy. (4 people)
Commitment as required by the issue