

Duties of the Local Party Unit Chair

The Chair leads the local party unit and must have the ability to organize, provide direction, and work well with others. The Chair assigns and monitors progress on tasks as needed. The local party unit Chair should consult with other officers about all decisions, particularly involving expenditures and other matters that may require a vote of the local party unit central committee.

- Chair the central and executive committees. Call meetings as necessary
- Attend congressional district, central and executive committee meetings
- Represent the party unit on higher-level central and executive committees
- Represent and speak on the party unit's behalf, without inserting personal remarks or biases. The Chair speaks for the local party unit, not him/herself
- Manage the activities of other local party unit officers
- Delegate tasks as needed to other members of the party unit
- Reserve handicapped-accessible locations for all meetings and precinct caucuses
- Support and guide volunteers.
- Recruit, welcome, educate and involve new members
- Contact media and post public notices of precinct caucuses and other party unit activities
- Submit a list of individuals interested in serving as election judges to the county auditor or city clerk
- Recruit the precinct chair or another person to convene each precinct caucus
- Call, organize, and convene local party unit conventions

First duties after being elected:

- Welcome other new officers, directors, State Central Committee members/alternates, and precinct officers by mail and/or phone
- Stage an orientation event or training session for precinct officers as soon as possible.
- Send password requests to [Sarah Black, Voter File Manager](#), for anyone in the organizing unit needing Voter File access.

Convening a successful meeting:

- **Prepare in advance**
 - Create an agenda and discussion topics
 - Distribute agenda and discussion topics to committee members two weeks prior to scheduled meeting
- **Always be in control of the meeting**
 - Follow the agenda closely
 - Move the meeting along quickly
 - Do not discourage meaningful discussion in the process
- **Plan ahead for appointments and delegation of specific tasks**
- **Appoint individuals to a committee if one needs to be formed**
- **Invite a guest speaker to the meeting**
 - Many DFL legislative leaders, elected officials, and potential candidates would be willing to speak at meeting

- Also consider inviting experts on issues and other pertinent topics of local interest
- **Ask someone to make a motion when needed:**
 - See [Parliamentary Procedure](#)

To be most effective, Chairs should:

- **Ensure there is an active Precinct Chair (as well as Vice Chairs) in every precinct**
- **Appoint committees to carry out party unit activities**
 - Finance and Fundraising
 - Communications – including Website and social media
 - Data Management – Voter File and DFL Living Library
 - Issues or Research
 - Community Service
 - Programs and Events
 - Speaker’s Bureau
 - County Fair
 - Precinct Organization
 - Campaign Coordination
 - Candidate Recruitment
 - Get-Out-The-Vote (GOTV)
- **Meet with party unit committees**
 - Ensure each committee has sufficient members
 - Consult with members on their duties, plans and progress
 - Verify committee activities are coordinated with other party unit activities
- **Arrange regular party unit meetings**
 - Give precinct chairs and party members training and information on programs, campaigns and issues
- **Coordinate efforts and provide information** among the local party unit, congressional district and state DFL party organizations
- **Develop a budget and timetable for fundraising** so the party organization and campaigns can be properly financed to carry out their activities
- **Recruit and encourage potential candidates**
 - State legislature
 - County office
 - City or Township office
 - School board