



Job Description for the Chair Person of San Miguel County Democratic Committee

The job of the Chair of the San Miguel County Democratic Committee is largely what you make of it, and it affords a wonderful opportunity to make a difference. The County party has a great team in Dan Enright, our Vice Chair, Joan May, our Secretary, Kathleen Erie, our Treasurer, and Erin Ries, our Marketing Director. The Chair Person has several irreducible duties:

1. Run Caucus and Assembly. Spring of election (even-numbered) years. Requires attention at least a month before the event and takes about twenty hours of time, spread over that month as your schedule allows.

Organize the format. Caucus can be either virtual or in-person or a hybrid of the two. We have done both virtual and in person. The Chair needs to assess the pros and cons and feasibility of each option and work with the Executive Committee and Precinct Organizers (P.O.s) to make the necessary arrangements for either choice. (We have historically held all precinct caucuses together in Telluride on the same day, but that is also a choice that the Chair needs to make.)

Be elected Chair and run the caucus. Technically you can have another person elected Chair of Caucus and Assembly, but that would require that person to learn or know the procedure. It takes a bit of time to learn the procedure and draft a script or "run of show" that follows the rules and gets the necessary things done. There are lots of folks available through the state party to help and answer questions.

Organize and run Assembly. Assembly does not have to be on the same day as caucus, but we have historically done it that way to make it easier for attendees. Like caucus, Assembly can be virtual, in person, or hybrid, at the discretion of the Chair. Running Assembly also requires putting in place a voting mechanism that conforms to the rules.

2. Organize and run Re-Org. This is a meeting of the Central Committee to elect the officers of the county party for the next election cycle. Spring of non-election (odd-numbered) years.

Prepare for Re-Org. It takes about fifteen hours of flexible time to put this together, including learning the procedure, organizing the event, notifying the Central Committee, recruiting officers and Precinct Organizers as needed, and writing a script for run of show.

Run Re-Org. The only actual requirement is election of officers. But it can be an opportunity for more public involvement, as when we had Adam Frisch speak.

3. Serve as the Point of Communication with the State Party. About five hours a month if you attend all meetings, which is not required.

The state party has become much more helpful and active in the last several years. They hold county officer's meetings monthly on Zoom, for example. There are also other meetings of CD3, HD 58, S6, etc., that occur on a less regular basis. It is good to attend these to stay informed. You can take on assignments from these meetings or not.

4. Serve as the Point of Communication for Candidates and Campaigns. This is important and can require outreach. The campaigns may not call you. Amount of time commitment varies widely but generally increases close to elections. You may be asked by a campaign to find space for and publicize a candidate meet and greet for example. Beyond that, it is up to you how much you want to help a campaign. Candidates will also reach out to wealthy donors but I have tried to also have a public meet and greet when possible. Keep in mind that under State Party rules, party officials are to remain neutral with respect to caucus/primary candidates. So you need to offer the same help to all Democrats. Obviously, we are anything but neutral when it comes to the general election.

5. Organize Get-Out-The-Vote Campaigns Together with the Exec. Comm., P.O.s, Others. This can take as much time as you have. A minimum effort to provide support to the effort is essential. This can involve organizing a GOTV initiative to reach certain demographics, recruiting volunteers, hanging banners to remind voters to vote, authorizing expenditures, etc.

6. Supervising our Social Media and Public Outreach. The Chair is ultimately responsible for the public statements of the county party. Although we have superb social media creation from Erin Ries and Joan May, the Chair needs to promptly review draft posts and emails. This can take half an hour or so.

The position offers a great opportunity to network with other county chairs, work with the state party, and become involved in issue campaigns.