

COUNTY UNIT / SENATE DISTRICT OFFICERS

Unlike convention delegates who are elected for short-term service at the convention, the following party officers serve a two-year term and govern the party unit between conventions. **While these positions are for County Unit/Senate District (CU/SD), similar positions exist for the Congressional District (CD) and State levels.** They are filled at the conventions for each level, or as vacancies arise.

The party unit Nominations Committee will screen candidates for these positions prior to the party unit convention. Then it will recommend a slate of candidates to the Convention to vote on or nominate alternatives. Contact your party unit chair for screening times/locations prior to the convention.

CHAIR Leads the county unit/senate district. Must have the ability to organize, provide direction and work well with others. The county unit chair must monitor those assigned tasks to ensure their completion, including his or her own tasks. A chair should consult with other officers about decisions, yet must use his or her own discretion on some matters. Some of the duties required of a chair: preside at meetings of the unit's executive and central committees; represent the county unit on the State DFL Central Committee; represent the unit on the Congressional District central and/or executive committees; act as an ex-officio member of all county unit committees; call, organize and convene county unit conventions; prepare for precinct caucuses within the county unit; find conveners for the precinct caucuses; submit a list of individuals interested in serving as election judges to the city or county clerk; help coordinate efforts on campaigns within their county unit/senate district. (The CD Chair serves on the DFL State Executive Committee.)

ASSOCIATE CHAIR Should complement the county unit/senate chair and be of the opposite gender. The associate chair should advise the chair and assist in each of the chair's duties. Also: succeeds the chair, if necessary; at the disposal of the chair to assist him or her as needed; represents the county unit at the Congressional District and State Central Committees; should be willing to take extra initiative in a specific project, such as fundraising, newsletter, programs or issues, etc. (The CD Associate Chair serves on the DFL State Executive Committee.)

SECRETARY The secretary of the unit is the recorder and keeper of the records of the county unit or senate district. Usual duties include: recording minutes of the meetings; sending out meeting notices, including minutes of previous meetings; maintaining lists of all members, updating addresses, phone numbers and helping the state office by sending in revisions; maintaining a permanent record of activities for use by future officers; notify the congressional district and state parties of upcoming meetings, events, etc.

TREASURER The best listing of the duties of the treasurer can be found in the Minnesota Public Disclosure Law—Political Committee and Fund Handbook, compiled by the Campaign Finance and Disclosure Board and found on its website: <http://www.cfboard.state.mn.us>. This should be considered the treasurers' bible and be read by all DFL Party officers. **The treasurer is assisted by, and can always consult, the state party comptroller, Mary Bonk 651-251-6311, in complying with state reporting laws.**

AFFIRMATIVE ACTION OFFICER The affirmative action officer should be the county unit's officer responsible for taking the lead in expanding and encouraging greater participation in the unit's DFL party activities. The affirmative action officer is responsible for developing and implementing the unit's affirmative action plan. Every two years a county unit is required to document to the state DFL the adoption of a unit affirmative action plan.

DIRECTORS Each party unit shall elect at least eleven members, gender balanced, to serve on the party unit executive committee. The county unit director can perform various duties for the county unit party organization. Many county units specify in their unit's constitution what responsibilities are assigned to each director. Examples are: Fundraising Director, Publicity Director, Voter Registration Director, Issues and Program Director, Volunteer Director, Legislative Liaison Director, etc. For those units that do not specifically assign duties to the county unit director, these directors are assigned specific projects to supervise during their term in office.

DFL STATE CENTRAL COMMITTEE DELEGATES AND ALTERNATES

The state central committee delegates represent the unit on the DFL State Central Committee. The committee is the governing body of the DFL Party between state conventions. State Central Committee delegates are also members of their respective congressional district and county unit central committees and are expected to participate at those levels. The State Central Committee delegates from your county unit (senate district) may automatically be the county unit chair and associate chair if the unit is allotted two votes or less to the DFL State Central Committee. If your unit is entitled to more than two votes to the state central committee, the county unit will elect gender-balanced at-large delegates. An equal number of alternates, also gender-balanced will be elected in your county unit for each delegate (some unit constitutions specify that the secretary and treasurer serve as alternates to the chair and associate chair).