

43rd Executive Board

The purpose of this slideshow is to detail individual officer responsibilities in order to set expectations for individuals interested in running for the 43rd Executive Board.

Background

- In addition to the Chair, Treasurer, and Secretary there exist two types of officers on the Executive Board: vice-chairs and representatives:
 1. Vice-chairs are responsible for the daily management and operations of the district. These officers independently chair their own committees of volunteers and meet together monthly with the chair and treasurer.
 2. Representatives are responsible for representing the district to the County and State parties. These officers assist in the long-term vision and planning of the district. These officers attend County and State party meetings and meet together quarterly with the chair, treasurer, and secretary.
- All Officers report to the Chair periodically with updates on their activities and events. All Officers are expected to attend the monthly general membership meetings as well as their individual meetings.

Officers at a Glance

- Chair (7 – 10 hours a week)
- Treasurer (5 – 7 hours a week)
- Secretary (1 – 3 hours a week)
- Vice-Chair for Elections (1 – 3 hours a week / 7 – 10 hours a week)
- Vice-Chair for PCO Recruitment (3 – 5 hours a week)
- Vice-Chair for Technology (1 – 3 hours a week)
- Vice-Chair for Communications (5 – 7 hours a week)
- Vice-Chair for Events (1 – 3 hours a week / 5 – 10 hours a week)
- Vice-Chair for Programs (3 – 5 hours a week)
- Representative to the Washington State Central Committee (quarterly meetings)
- Representative to the King County Central Committee (monthly meetings)
- Alternate to the King County Democratic Central Committee (monthly meetings)

ANNUAL CALENDAR OF THE DISTRICT

| MONTH | General Timeline | District | Exec Board | Chairs Mtg | Chair | PCO | Elections | Programs | Communications & Tech | Events | Treasury |
|-------|------------------------------|---------------------------------|---------------|-----------------------|-------------------------------|-------------------|---------------------------|----------------------|--|---------------------|-------------------|
| JAN | First of the year | 3rd Tuesday: Membership Meeting | Board Retreat | First Monday: Meeting | Membership Drive I - Kick-Off | PCO PARTY | | Monthly Program | 10-day meeting notice; first newsletter | | Monthly Reporting |
| FEB | | 3rd Tuesday: Membership Meeting | | First Monday: Meeting | Membership Drive II - Feb. 14 | | | Monthly Program | 10-day meeting notice | | Monthly Reporting |
| MARCH | | 3rd Tuesday: Membership Meeting | Quarterly Mtg | First Monday: Meeting | | PCO DRIVE | | Monthly Program | 10-day meeting notice | | Monthly Reporting |
| APRIL | | 3rd Tuesday: Membership Meeting | | First Monday: Meeting | Community Event | | | Monthly Program | 10-day meeting notice; second newsletter | | Monthly Reporting |
| MAY | | 3rd Tuesday: Membership Meeting | | First Monday: Meeting | | | Elections Strategy Starts | Monthly Program | 10-day meeting notice | Annual Summer Party | Weekly Reporting |
| JUN | | 3rd Tuesday: Membership Meeting | Quarterly Mtg | First Monday: Meeting | Membership Drive III | PCO DRIVE | Endorsement Meeting | Endorsements Meeting | 10-day meeting notice | | Weekly Reporting |
| JULY | | 3rd Tuesday: Membership Meeting | | First Monday: Meeting | | | Sample Ballot | Monthly Program | 10-day meeting notice; third newsletter | | Weekly Reporting |
| AUG | Primary Election | no meeting | | First Monday: Meeting | | | | Monthly Program | 10-day meeting notice | | Weekly Reporting |
| SEPT | | 3rd Tuesday: Membership Meeting | Quarterly Mtg | First Monday: Meeting | Membership Drive IV | INTRO TO NEW PCOs | Endorsement Meeting | Endorsements Meeting | 10-day meeting notice | | Weekly Reporting |
| OCT | Last day to register to vote | 3rd Tuesday: Membership Meeting | | First Monday: Meeting | | | Sample Ballot | GOTV Meeting | 10-day meeting notice; fourth newsletter | | Weekly Reporting |
| NOV | General Election | 3rd Tuesday: Membership Meeting | | First Monday: Meeting | Community Event | | | Monthly Program | 10-day meeting notice | | Weekly Reporting |
| DEC | | no meeting | Quarterly Mtg | First Monday: Meeting | | | | Monthly Program | 10-day meeting notice | Annual Winter Party | Monthly Reporting |

CHAIR

- Bylaws: The Chair shall (a) act as the chief executive officer of the 43rd District; (b) preside over meetings of the Membership and the Executive Board; (c) serve as a member of the executive board of the KCDCC; (d) make any appointments or recommendations authorized by these By-Laws; (e) appoint Members to perform duties as the Chair deems necessary; (f) report to the Executive Board and Membership regarding the activities of the 43rd District; (g) implement the policies of the 43rd District and the Executive Board; and (h) perform such other duties as the Chair deems appropriate.
- Time commitment: 7 – 10 hours a week
- Highlights: the Chair is ultimately responsible for every officer's performance of their responsibilities as well as planning and executing the monthly general membership meetings, quarterly executive officer meetings, monthly vice-chair coordinating meetings, membership drives, and community outreach events.

Chair Calendar View

| MONTH | General Membership Mtg (3rd Tues monthly) | Executive Board Mtg (First Mon Quarterly) | Vice-Chair Coordinating Mtg (1st Mon monthly) | Special Mtg / Events |
|-------|---|---|---|----------------------------------|
| JAN | chair re-organization | Plan/chair board retreat | chair meeting | Execute membership drive |
| FEB | chair meeting | | chair meeting | Execute membership drive |
| MARCH | chair meeting | chair meeting | chair meeting | |
| APRIL | chair meeting | | chair meeting | Execute community outreach event |
| MAY | chair meeting | | chair meeting | |
| JUN | chair meeting | chair meeting | chair meeting | Execute membership drive |
| JULY | chair meeting | | chair meeting | |
| AUG | | | chair meeting | |
| SEPT | chair meeting | chair meeting | chair meeting | Execute membership drive |
| OCT | chair meeting | | chair meeting | |
| NOV | chair meeting | | chair meeting | Execute community outreach event |
| DEC | | chair meeting | chair meeting | |

TREASURER

- Bylaws: The Treasurer shall (a) maintain a bank account for the 43rd District; (b) receive and disburse the funds of the 43rd District; (c) maintain the financial records of the 43rd District; (d) prepare and file applicable public disclosure reports; (e) prepare and file applicable tax reports and returns; (f) propose an annual budget to the Executive Board and Membership; (g) provide periodic written financial reports to the Executive Board and Membership; (h) serve on the Events Committee; (i) serve on the Executive Board; and (j) perform such other duties as are assigned by the Chair.
- Time commitment: 5 - 7 hours a week
- Highlights: keep the district in compliance with state law for political contributions and campaign spending

Treasurer Calendar View

| MONTH | General Membership Mtg (3rd Tues monthly) | Executive Board Mtg (First Mon Quarterly) | Vice-Chair Coordinating Mtg (1st Mon monthly) | Special Mtg/Events |
|-------|---|---|---|--------------------|
| JAN | Attend | Attend board retreat | Attend | Monthly Reporting |
| FEB | Attend | | Attend | Monthly Reporting |
| MARCH | Attend | Attend | Attend | Monthly Reporting |
| APRIL | Attend | | Attend | Monthly Reporting |
| MAY | Attend | | Attend | Weekly Reporting |
| JUN | Attend | Attend | Attend | Weekly Reporting |
| JULY | Attend | | Attend | Weekly Reporting |
| AUG | | | Attend | Weekly Reporting |
| SEPT | Attend | Attend | Attend | Weekly Reporting |
| OCT | Attend | | Attend | Weekly Reporting |
| NOV | Attend | | Attend | Weekly Reporting |
| DEC | | Attend | Attend | Monthly Reporting |

SECRETARY

- Bylaws: The Secretary shall (a) keep the minutes of all meetings and all records of the 43rd District except those assigned to other Officers; (b) serve on the Communications and Technology Committee; (c) serve on the Executive Board; and (d) perform such other duties as are assigned by the Chair.
- Time commitment: 1-3 hours a week
- Highlights: record monthly meetings, serve on the Programs Committee

Secretary Calendar View

| MONTH | General Membership Mtg (3rd Tues monthly) | Executive Board Mtg (First Mon Quarterly) |
|-------|---|---|
| JAN | Attend and take minutes | Attend board retreat |
| FEB | Attend and take minutes | |
| MARCH | Attend and take minutes | Attend |
| APRIL | Attend and take minutes | |
| MAY | Attend and take minutes | |
| JUN | Attend and take minutes | Attend |
| JULY | Attend and take minutes | |
| AUG | | |
| SEPT | Attend and take minutes | Attend |
| OCT | Attend and take minutes | |
| NOV | Attend and take minutes | |
| DEC | | Attend |

VICE CHAIR POSITIONS

Vice Chair for Elections

Bylaws

The Vice Chair for Elections shall (a) chair and have chief responsibility for the Elections Committee; (b) report to the Executive Board and Membership regarding the activities of the Elections Committee; (c) serve on the Executive Board; and (d) perform such other duties as are assigned by the Chair.

Time Commitment

Election season: 7-10 hours a week

Non-election season: 1-3 hours a week

Highlights

- Chair Elections Committee
- Plan get-out-the-vote strategy
- Plan primary and general endorsements meetings
- Plan sample ballots for primary and general endorsements

Elections Calendar View

| MONTH | General Membership Mtg (3rd Tues monthly) | Executive Board Mtg (First Mon Quarterly) | Vice-Chair Coordinating Mtg (1st Mon monthly) | Special Mtg/Events |
|-------|---|---|---|--------------------------|
| JAN | Attend | Attend board retreat | Attend | |
| FEB | Attend | | Attend | |
| MARCH | Attend | Attend | Attend | |
| APRIL | Attend | | Attend | |
| MAY | Attend | | Attend | Plan Elections Strategy |
| JUN | Attend | Attend | Attend | Plan endorsement Meeting |
| JULY | Attend | | Attend | Plan Sample Ballot |
| AUG | | | Attend | |
| SEPT | Attend | Attend | Attend | Plan Endorsement Meeting |
| OCT | Attend | | Attend | Plan Sample Ballot |
| NOV | Attend | | Attend | |
| DEC | | Attend | Attend | |

Vice Chair for Recruitment

Bylaws

The Vice Chair for Recruitment shall (a) chair and have chief responsibility for the Membership Committee; (b) report to the Executive Board and Membership regarding the activities of the Membership Committee; (c) serve on the Executive Board; and (d) perform such other duties as are assigned by the Chair.

Time Commitment

3-5 hours a week

Highlights

- Chair PCO Recruitment Committee
- Maintain relationship between district and PCOs through thank-you party in the winter and training seminar in the spring
- Plan and execute PCO drive to fill 214 PCO slots

Recruitment Calendar View

| MONTH | General Membership Mtg (3rd Tues monthly) | Executive Board Mtg (First Mon Quarterly) | Vice-Chair Coordinating Mtg (1st Mon monthly) | Special Mtg/Events |
|-------|---|---|---|----------------------------------|
| JAN | Attend | Attend board retreat | Attend | Plan PCO party |
| FEB | Attend | | Attend | |
| MARCH | Attend | Attend | Attend | Plan PCO drive to fill vacancies |
| APRIL | Attend | | Attend | |
| MAY | Attend | | Attend | |
| JUN | Attend | Attend | Attend | Plan PCO drive to fill vacancies |
| JULY | Attend | | Attend | |
| AUG | | | Attend | |
| SEPT | Attend | Attend | Attend | Plan PCO training |
| OCT | Attend | | Attend | |
| NOV | Attend | | Attend | |
| DEC | | Attend | Attend | |

Vice Chair for Technology

Current Bylaws

The Vice Chair for Communications and Technology shall (a) chair and have chief responsibility for the Communications and Technology Committee; (b) report to the Executive Board and Membership regarding the activities of the Communications and Technology Committee; (c) Publish any notices or information required by these By-Laws; (d) coordinate Internet, web, and database functions; (e) serve on the Executive Board; and (f) perform such other duties as are assigned by the Chair.

Potential Change to Bylaws

The Vice Chair for Technology will creatively plan and maintain the district website, membership database, and online presence

Time Commitment

1 -3 hours a week

Highlights

- Chair technology committee
- Monthly email blast to members
- Seeding social networking sites and blogs
- Updating changes to member contact information

Technology Calendar View

| MONTH | General Membership Mtg (3rd Tues monthly) | Executive Board Mtg (First Mon Quarterly) | Vice-Chair Coordinating Mtg (1st Mon monthly) | Special Mtg/Events |
|-------|---|---|---|-----------------------------|
| JAN | Attend | Attend board retreat | Attend | 10-day meeting notice email |
| FEB | Attend | | Attend | 10-day meeting notice email |
| MARCH | Attend | Attend | Attend | 10-day meeting notice email |
| APRIL | Attend | | Attend | 10-day meeting notice email |
| MAY | Attend | | Attend | 10-day meeting notice email |
| JUN | Attend | Attend | Attend | 10-day meeting notice email |
| JULY | Attend | | Attend | 10-day meeting notice email |
| AUG | | | Attend | GOTV email |
| SEPT | Attend | Attend | Attend | 10-day meeting notice email |
| OCT | Attend | | Attend | 10-day meeting notice email |
| NOV | Attend | | Attend | 10-day meeting notice email |
| DEC | | Attend | Attend | Holiday party email |

Vice Chair for Communications

Current Bylaws

The Vice Chair for Communications and Technology shall (a) chair and have chief responsibility for the Communications and Technology Committee; (b) report to the Executive Board and Membership regarding the activities of the Communications and Technology Committee; (c) Publish any notices or information required by these By-Laws; (d) coordinate Internet, web, and database functions; (e) serve on the Executive Board; and (f) perform such other duties as are assigned by the Chair.

Potential Change to Bylaws

The Vice Chair for Communications will serve as Editor-in-Chief for the Newsletter, and plan the communications strategy for member and donor outreach.

Time Commitment

5 -7 hours a week

Highlights

- Act as editor-in-chief
- Plan quarterly newsletter
- Coordinate all print communications with members and donors in the district

Communications Calendar View (Newsletter)

| Month/Action | Feature Brainstorm | Last day to give articles | Edit | Prepare Layout | Send to Printer | Receive | Drop | Arrive |
|--------------|--------------------|---------------------------|--------|----------------|-----------------|---------|--------|--------|
| Oct-08 | 29-Aug | 15-Sep | 22-Sep | 29-Sep | 6-Oct | 13-Oct | 18-Oct | 23-Oct |
| Jan-09 | 21-Nov | 8-Dec | 15-Dec | 22-Dec | 29-Dec | 5-Jan | 10-Jan | 15-Jan |
| Apr-09 | 21-Feb | 9-Mar | 16-Mar | 23-Mar | 30-Mar | 6-Apr | 11-Apr | 16-Apr |
| Jul-09 | 22-May | 8-Jun | 15-Jun | 22-Jun | 29-Jun | 6-Jul | 11-Jul | 16-Jul |
| Oct-09 | 21-Aug | 7-Sep | 14-Sep | 21-Sep | 28-Sep | 5-Oct | 10-Oct | 15-Oct |

Communications Calendar View (all responsibilities)

| MONTH | General Membership Mtg (3rd Tues monthly) | Executive Board Mtg (First Mon Quarterly) | Vice-Chair Coordinating Mtg (1st Mon monthly) | Special Mtg/Events |
|-------|---|---|---|---|
| JAN | Attend | Attend board retreat | Attend | Work with chair on membership drive, Plan Jan. Newsletter |
| FEB | Attend | | Attend | Work with chair on membership drive |
| MARCH | Attend | Attend | Attend | |
| APRIL | Attend | | Attend | Plan April newsletter |
| MAY | Attend | | Attend | |
| JUN | Attend | Attend | Attend | |
| JULY | Attend | | Attend | Plan July newsletter |
| AUG | | | Attend | |
| SEPT | Attend | Attend | Attend | Work with chair on membership drive |
| OCT | Attend | | Attend | Plan October newsletter |
| NOV | Attend | | Attend | |
| DEC | | Attend | Attend | |

Vice Chair for Events

Bylaws

The Vice Chair for Events shall (a) chair and have chief responsibility for the Events Committee; (b) report to the Executive Board and Membership regarding the activities of the Events Committee; (c) serve on the Executive Board; and (d) perform such other duties as are assigned by the Chair.

Time Commitment

Event season: 5 – 10 hours a week

Off event season: 1 – 3 hours a week

Highlights

- Plan Spring and Winter parties
- Plan donor outreach strategy, including diversifying the event portfolio to include small low and high-dollar events throughout the year

Events Calendar View

| MONTH | General Membership Mtg (3rd Tues monthly) | Executive Board Mtg (First Mon Quarterly) | Vice-Chair Coordinating Mtg (1st Mon monthly) | Special Mtg/Events |
|-------|---|---|---|--------------------|
| JAN | Attend | Attend board retreat | Attend | |
| FEB | Attend | | Attend | |
| MARCH | Attend | Attend | Attend | |
| APRIL | Attend | | Attend | |
| MAY | Attend | | Attend | Plan Spring Party |
| JUN | Attend | Attend | Attend | |
| JULY | Attend | | Attend | |
| AUG | | | Attend | |
| SEPT | Attend | Attend | Attend | |
| OCT | Attend | | Attend | |
| NOV | Attend | | Attend | |
| DEC | | Attend | Attend | Plan Winter Party |

Vice Chair for Programs

Bylaws

The Vice Chair for Programs shall (a) chair and have chief responsibility for the Program Committee; (b) report to the Executive Board and Membership regarding the activities of the Program Committee; (c) serve on the Executive Board; and (d) perform such other duties as are assigned by the Chair.

Time Commitment

3 – 5 hours a week

Highlights

- Chair Welcome Committee (coordinating the liquor permit applications, food and beverage donations, and greeters)
- Plan interesting programs and develop speakers, themes, and audience Q&A

Calendar View

| MONTH | General Membership Mtg (3rd Tues monthly) | Executive Board Mtg (First Mon Quarterly) | Vice-Chair Coordinating Mtg (1st Mon monthly) | Special Mtg/Events |
|-------|---|---|---|-------------------------------------|
| JAN | Attend | Attend board retreat | Attend | Plan program for membership meeting |
| FEB | Attend | | Attend | Plan program for membership meeting |
| MARCH | Attend | Attend | Attend | Plan program for membership meeting |
| APRIL | Attend | | Attend | Plan program for membership meeting |
| MAY | Attend | | Attend | Plan program for membership meeting |
| JUN | Attend | Attend | Attend | Plan program for membership meeting |
| JULY | Attend | | Attend | Plan program for membership meeting |
| AUG | | | Attend | |
| SEPT | Attend | Attend | Attend | Plan program for membership meeting |
| OCT | Attend | | Attend | Plan program for membership meeting |
| NOV | Attend | | Attend | Plan program for membership meeting |
| DEC | | Attend | Attend | |

REPRESENTATIVE POSITIONS

Washington State Central Committee

Bylaws

The State Committeewoman and Committeeman shall (a) serve as a member of the WSDCC; (b) notify the Female KCDCC Delegate if she cannot attend a meeting of the WSDCC; (c) report to the Executive Board and Membership regarding the activities, policies, and actions of the WSDCC; (d) serve on and actively participate in one of the Standing Committees; (e) serve on the Executive Board; and (f) perform such other duties as are assigned by the Chair.

Time Commitment

One weekend meeting – four times a year

* The WSDCC representatives will serve on the PCO recruitment committee

Highlights

- Act as voice for the 43rd District on state-wide political issues
- Participate in developing political strategy at highest level of State politics

WSDCC Calendar View

| MONTH | General Membership Mtg (3rd Tues monthly) | Executive Board Mtg (First Mon Quarterly) | Special Mtg/Events |
|-------|---|---|-------------------------|
| JAN | Attend | Attend board retreat | State Re-Org |
| FEB | Attend | | |
| MARCH | Attend | Attend | |
| APRIL | Attend | | |
| MAY | Attend | | State Committee Meeting |
| JUN | Attend | Attend | |
| JULY | Attend | | |
| AUG | | | |
| SEPT | Attend | Attend | State Committee Meeting |
| OCT | Attend | | |
| NOV | Attend | | |
| DEC | | Attend | State Holiday Party |

King County Central Committee

Bylaws (representative)

The Female and Male KCDCC Delegate shall (a) serve as a member the executive board of the KCDCC; (b) notify the Female KCDCC Alternate Delegate if she cannot attend a meeting of the KCDCC; (c) report to the Executive Board and Membership regarding the activities, policies, and actions of the KCDCC; (d) serve as an alternate state committeewoman; (e) serve on and actively participate in one of the Standing Committees; (f) serve on the Executive Board; and (g) perform such other duties as are assigned by the Chair.

Bylaws (alternate)

The Female and Male KCDCC Alternate Delegate shall (a) serve as an alternate member the executive board of the KCDCC; (b) notify the Chair if she cannot attend a meeting of the KCDCC; (c) serve on and actively participate in one of the Standing Committees; (d) serve on the Executive Board; and (e) perform such other duties as are assigned by the Chair.

Time Commitment

One meeting every month in Renton

- * The KCDCC representatives will serve on the Elections Committee
- * The KCDCC alternates will serve on the Events Committee

Highlights

- Act as voice for the 43rd District on county-wide political issues
- Participate in developing political strategy at the County and Congressional level

KCDCC Calendar View

| MONTH | General Membership Mtg (3rd Tues monthly) | Executive Board Mtg (First Mon Quarterly) | Special Mtg/Events |
|-------|---|---|--------------------------------|
| JAN | Attend | Attend board retreat | County meeting |
| FEB | Attend | | County meeting |
| MARCH | Attend | Attend | County meeting |
| APRIL | Attend | | County meeting |
| MAY | Attend | | County meeting |
| JUN | Attend | Attend | County meeting |
| JULY | Attend | | County meeting |
| AUG | | | County meeting |
| SEPT | Attend | Attend | County meeting |
| OCT | Attend | | County meeting |
| NOV | Attend | | County meeting |
| DEC | | Attend | County re-organization meeting |

The End!