



## **DAG At-Large Elections – JOB DESCRIPTIONS**

Each position has been assigned a general area of responsibility.

**The main function of each At-Large position is to coordinate efforts on the national level in this general area, in cooperation with other members of the Excom.** For some projects, the At-Large coordinator may create working groups under his/her leadership.

### **AT-LARGE: EVENTS & FUNDRAISING COORDINATOR**

- Coordinate existing fundraising efforts, and develop new ones (with Treasurer)
- Organize GOTV events geared towards general membership (with GOTV Coordinator)
- Facilitate organization of events geared towards constituencies (YoungDems, LGBT, Women, Veterans, etc.) and coordinate with various chapters and neighboring countries
- Coordinate speaker tours and book tours within Germany and also DA-wide

### **AT-LARGE: GOTV COORDINATOR**

- Form an “Elections Team” of various officers, at-large members and others to coordinate all aspects of GOTV work in the run-up to the 2016 elections
- Plan and coordinate phone banking (database clean-up & voter registration), nationally and within the various chapters
- Support chapters in their efforts to set-up info-stands and voter registration tables
- Organize mass mailings to DAG’s membership encouraging registration, voting, and donations (working in some cases with Events & Fundraising and Communication Coordinators)
- Distribute information, templates, know-how from DA-International to the DAG Excom

### **AT-LARGE: CHAPTER DEVELOPMENT COORDINATOR**

- Initiate and coordinate trainings for chapter chairs and be their go-to person for questions
- Coordinate the roll-out of national priorities and projects on the chapter level
- Run regular webex meetings of chapter chairs to exchange ideas and promote work amongst the various chapters
- Work with Chapter Chairs to find “Precinct Captains” who could help with GOTV and facilitate local outreach for those members who live outside the major Chapter areas

### **AT-LARGE: COMMUNICATIONS COORDINATOR**

- Work with Chair/Vice-Chair to build up and oversee a Communications Team (Comms Team)
- Draft internal membership communications: Monthly newsletters, regular national emails, occasional voting notification emails, occasional invitations to events, template emails to welcome new members, etc.
- Inform chapter chairs when the national newsletters / emails go out; coordinate with and assist chapter chairs with their chapter emails; create Comms Calendar
- Social Media: Timely posts to the DAG facebook page; monitoring of all posts and comments
- Webpage: Ensure that information on DAG and chapter pages is updated regularly (Excom and chapter contacts, events, activities, etc)

### **AT-LARGE: MEDIA CONTACT**

- Should demonstrate verifiable experience and/or training in the fields of Media, Press and/or PR
- Act as liaison between DAG and international press officer
- Coordinate and support the work of chapter media contacts
- Write and organize translations (by one of our volunteer translators) of relevant press releases and press-release templates (those not provided by international press officer)
- Maintain national contact database for journalists / press contacts (googledoc)
- Record and archive all press activities, articles, interviews (googledoc)
- Create press kits for Global Primary and 2016 elections for DAG Chair/Vice-Chair & for chapters

### **AT-LARGE: DATABASE & IT COORDINATOR**

- Help the DAG Secretary maintain the membership database
- Ensure IT functions properly during monthly meetings, AGMs, etc



## **DAG Officer Elections – JOB DESCRIPTIONS & DUTIES**

### **DAG CHAIR**

- Organize and conduct meetings of the Executive Committee and the membership, and set the agenda of such meetings.
- Fill vacancies in any of the other elected offices until the next Annual General Meeting at which Officer elections are held.
- Represent DAG in interviews with the press.
- Represent DAG at meetings of the DPCA in accordance with the DPCA Charter and report to the DAG Excom on DPCA activities, issues, votes, etc.
- Choosing a fair and impartial head of the “Nominations and Elections Committee” to run DAG elections in odd numbered years.

### **DAG VICE-CHAIR**

- Represent DAG in the absence of the Country Chair, and become Country Chair in case the office of Country Chair becomes vacant.
- Represent DAG in interviews with the press.
- Represent DAG at meetings of the DPCA in accordance with the DPCA Charter and report to the DAG Excom on DPCA activities, issues, votes, etc.
- Draft DAG Field Plan, and submit the plan to the DPCA.

### **DAG TREASURER**

- Shall have signature power over any bank or other financial accounts opened by DA Germany.
- Produce and deliver copies or updates of DAG financial accounts to Country Chair, Vice Chair and Excom at regular intervals.
- Maintain an active correspondence with and oversight of Chapter Chairs or Chapter Treasurers, at least annually, on all financial matters.
- Maintain official bookkeeping according to FEC guidelines.
- Advise At-Large Events and Fundraising Coordinator on events and fundraisers across Germany.

### **DAG SECRETARY**

- Membership database: Maintain a list of members of DA Germany in such manner as may be prescribed from time to time by the DPCA.
- Institutional Memory: Record and maintain minutes of all meetings of DA Germany and of the Excom.
- Keep all files and administrative and archival records of DA Germany: Agendas, Minutes of Excom Meetings, etc.

### **DPCA VOTING REPRESENTATIVE**

- Represent DA Germany and its members as the official Official Liaison to the DPCA.
- Consult with DA Germany Chair, Vice Chair and Excom on DPCA decisions before voting.
- Report to the DAG Excom on DPCA activities, issues, votes, etc.
- Coordinate and develop activities with other members and country committees of the DPCA.

### **Other jobs to be designated:**

- Printed materials: Created with Comms Team?
- Welcoming new members: 1. national email welcome, CCing chapter chair; 2. chapter chair welcomes and invites to next meeting; 3. welcome letter by post (postcard?)
- Events Coordinator: Know the rules for fundraising and help chapter chairs and others LEARN them