

Chapter Chair

- Organize and conduct monthly Chapter board meetings
- Attend monthly DA Germany Executive Committee meeting (third Monday)
- Organize and conduct membership meetings in coordination with Chapter board (and DA Germany Chair as far as national-level events should be carried out in the Chapter's geographic area)
- Fill Chapter board vacancies in any of the other offices until the next Chapter Annual General Meeting
- Work in close cooperation with Chapter Communications Coordinator and Chapter Press Coordinator to effectively spread the word about Chapter events, Democrats Abroad, and Vote from Abroad

Chapter Vice-Chair (Must be of different gender than Chapter Chair)

- Represent Chapter in the absence of Chapter Chair
- Support Chapter Chair with organizing and conducting monthly Chapter board meetings
- Work with Chapter board to organize and conduct membership meetings
- Attend monthly DA Germany Executive Committee meeting (third Monday)
- Organize and carry out local database "clean up" in conjunction with DA Germany Membership/IT Coordinator every November/December (to remove non-active, "expiring" members)

Chapter Treasurer

- Count and record donations received at each Chapter event using the DA Germany Donation Report sheet (online)
- Upload Donation Report sheet for each Chapter event within five (5) days of event
- Transfer all donations received at each Chapter event to DA Germany bank account within five (5) days of event
- Maintain relationship with DA Germany sustaining donors in Chapter and thank them regularly
- Recruit new DA Germany sustaining donors

Chapter Secretary

- Record and maintain minutes of all Chapter board *and* non-social membership meetings
- Share a copy of the minutes with DA Germany Chair and DA Germany Vice Chair within seven (7) days after meeting

Chapter Get-Out-The-Vote (GOTV) Coordinator

- Implement national GOTV initiatives within Chapter (voter registration drives, training sessions, postcards to voters, info-stands)
- Request city permits for info-stands
- Find, organize, and thank GOTV volunteers
- Ensure GOTV events are advertised
- Maintain an inventory of voter registration materials (not necessarily responsible for the storage of materials; materials are provided by DA Germany)
- Attend monthly GOTV meeting with DA Germany GOTV Coordinator, DA Germany Chair, and other chapter-level GOTV coordinators

Chapter Phonebanking Coordinator

- Ensure that all members in your area (or the equivalent number of DA members) receive a call from DA Germany about requesting their absentee ballot in 2020
- Schedule and plan phonebanking trainings/parties for Chapter (Note: You must take Democrats Abroad Callhub phonebanking training if you haven't done so already. You can do the trainings yourself or ask the DA Germany Phonebanking Coordinator to assist)
- Recruit phonebanking volunteers
- Serve as the contact person for any questions from chapter phonebanking volunteers (if necessary, direct questions to DA Germany Phonebanking Coordinator)
- Follow up with phonebanking volunteers; thank them
- Open lines of communication among local phonebankers so they can encourage each other
- Attend monthly Phonebanking Coordinator meeting with DA Germany Phonebanking Coordinator, DA Germany Chair, and other chapter-level phonebanking coordinators

Chapter Communications Coordinator

- Work in close cooperation with Chapter Chair to determine content for monthly chapter newsletter
- Send chapter newsletter after review and approval from Chapter Chair (Note: You must take an email training before any emails can be sent)
- Post events to DA Germany website (Note: You must take an event posting training before anything can be posted)
- Submit events and content for DA Germany social media accounts to DA Germany Communications Coordinator
- Attend monthly Communications meeting with DA Germany Communications Coordinator, DA Germany Chair, and other chapter-level communications coordinators

Chapter Press Coordinator

- Should demonstrate verifiable experience and/or training in the fields of Media, Press, and/or PR
- Fluency in English *and* German desirable
- Act as liaison between Chapter and DA Germany Press Coordinator
- Identify print/online advertisement opportunities and communicate these with DA Germany Press Coordinator and DA Germany Chair
- Write/translate press releases for Chapter events as appropriate (DA Germany has volunteer translators if needed)
- Maintain old and establish new Chapter contacts with journalists/press and upload contact information to DA Germany press database regularly
- Submit all press activities, articles, interviews, etc. to DA Germany Press Coordinator for publication on DA Germany website