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Members of the Broomfield County Democrats (BCD) Executive Committee are elected by the BCD Central Committee as described in the BCD By-Laws. Four Members of the BCD Executive Committee are mandated by the rules of the Colorado Democratic Party (CDP), and will generally perform the functions described for those offices in the CDP rules:

- Chair
- Vice-Chair
- Secretary
- Treasurer

A minimum of 5 additional members for the BCD Executive Committee are required by the CDP rules. The roles and responsibilities for all the members of the BCD Executive Committee, including the additional members, are described below.

The BCD Central Committee has delegated to the BCD Executive Committee the authority to update and modify these roles and responsibilities by a majority vote of the Executive Committee, provided a quorum is present, as long as the modifications do not conflict with the most recently approved (current) CDP rules and the most recently approved (current) By-Laws of the BCD.

## 1.0 Chair

The BCD Chair shall be the chief executive officer of BCD, with the responsibilities assigned to the County Chair in the CDP rules, plus additional responsibilities assigned/delegated to the Chair in the BCD By-Laws:

- The Chair is be the presiding officer at the BCD Executive and the BCD Central Committee meetings, and a member of all committees for the BCD.
- The Chair administers the budget as approved by the BCD Central Committee.
- The Chair shall issue the call to all of the BCD Central and Executive committee meetings.
  - The BCD Executive Committee shall meet monthly, unless the BCD Executive Committee votes on a waiver of the monthly meeting.
  - There shall be at least one Central Committee meeting of the BCD in each calendar year.
  - The Chair shall have the deciding vote in all of the BCD Central Committee meetings, but shall not otherwise vote at any meetings of the BCD Central or Executive Committee.
- The Chair shall issue the call for all the BCD Assemblies and Conventions.
- The Chair, with the advice of the BCD Central and Executive committees, shall conduct all Broomfield County campaigns.

## 2.0 Vice-Chair

The BCD Vice-Chair shall do everything necessary to assist the BCD Chair in carrying out the duties of Chair:

- In addition, the BCD Vice-Chair shall provide leadership for organizational activities and for voter education and awareness.
- In the absence of the BCD Chair, the Vice-Chair shall preside at all meetings and exercise all authority of the Chair.

### 3.0 Secretary

The BCD Secretary shall perform duties as are usually associated with the office of secretary:

- The Secretary shall maintain a roster with contact information for the members of the BCD Executive Committee, the BCD Central Committee, and other BCD Committee and Initiative Leaders.
- The Secretary shall keep the minutes of the central and executive committee meetings.
- The Secretary will perform other such duties as requested by the BCD Chair.

### 4.0 Treasurer

Subject to adequate internal account controls, as determined by the BCD Central and Executive committees, the BCD Treasurer shall have custody of the funds of the BCD:

- The Treasurer shall render written accounts of receipts and disbursements at each meeting of the BCD Central and Executive committees.
- The Treasurer shall prepare and file all financial reports required of the BCD by federal or state law.
- The Executive Committee may, from time to time, secure an independent examination of the financial records of the BCD, subject to a formal allocation of funds for that purpose.
- The authority of the Treasurer to expend funds shall be governed by the Executive Committee. Such authority may be delegated by the Executive Committee to the party Chair or Vice-Chair. Accordingly, the Treasurer may only expend BCD funds at the direction of the Executive Committee, or at the direction of the Chair or Vice-Chair when authorized by the Executive Committee.
- The Treasurer shall be an advisory member of the BCD finance and/or fundraising committees. The Treasurer shall provide guidance for the fundraisers as to proper handling of funds, and as to the information needed from donors in order to comply with federal or state reporting regulations.

### 5.0 Field Coordinator

The BCD Field Coordinator is a voting member of the BCD Executive Committee and tasks include:

- Recruit, train and coordinate the team of Precinct Leaders;
- Provide support and guidance to Precinct Leaders;
- Help Precinct Leaders plan and organize their precincts;
- Create and coordinate "Get Out the Vote" initiatives;
- Communicate plans and commitments to the Executive Committee, and;
- Coordinate support with other members of the BCD Executive Committee.

### 6.0 Political Strategist

The BCD Political Strategist is a voting member of the BCD Executive Committee and tasks include:

- Provide analyses, data, and guidance to the Executive Committee on a wide variety of political campaigns that impact Broomfield;
- Provide analyses, data, and guidance to the Executive Committee on the community of voters and potential voters in Broomfield;
- Act as part of the Data Team utilizing and maintaining NGB VAN;
- Provide analyses, data, and guidance on the application and use of NGP VAN;



- Provide guidance about election and campaign rules and requirements of the Colorado Democratic Party, the City & County of Broomfield, and individual and issue/initiative campaigns;
- Act as the main point of contact with all candidates and initiatives of interest in Broomfield;
- Coordinate support with the members of the BCD Executive Committee.

## 7.0 Communications Coordinator

The BCD Communications Coordinator is a voting member of the BCD Executive Committee and tasks include:

- Work with website team on creating and editing content;
- Provide guidance on the BCD social media presence and marketing;
- Act as an Administrator for the BCD MailChimp, Facebook, Twitter, and Instagram accounts;
- Create, edit, and distribute monthly email;
- Post original content and share content on social media in collaboration with other Executive Committee members;
- Create and edit content, and publish events that the BCD are either hosting, sponsoring, or have an interest in;
- Work with progressive partners to promote events in Broomfield; and
- Coordinate support with other members of the BCD Executive Committee.

## 8.0 Event Organizer

The BCD Event Organizer is a voting member of the BCD Executive Committee and tasks include:

- Lead *ad hoc* teams throughout the year for events that the Broomfield Dems either hosts or sponsors;
- Provide support and guidance to volunteers who work on events and *ad hoc* teams;
- Act as main point of contact with the venue providers, communications, and Executive Committee on assigned events;
- Work with event teams, vendors, and communications to assure that events are successful and meet established goals for each event;
- Coordinate support with other members of the BCD Executive Committee.

## 9.0 Volunteer Coordinator

The BCD Volunteer Coordinator is a voting member of the BCD Executive Committee and tasks include:

- Recruit volunteers for activities and events held by the BCD;
- Record and maintain a volunteer database;
- Coordinate with the Field Coordinator for the campaign and Get Out the Vote initiatives;
- Coordinate with the Field Coordinator to recruit Precinct and Ward leaders for unrepresented precincts;
- Coordinate with the Precinct and Ward leaders to help them find volunteers in their precincts and wards;
- Coordinate support with other members of the BCD Executive Committee.

## 10.0 Elections Liaison

The BCD Elections Liaison is a voting member of the BCD Executive Committee and tasks include:

- Recruit, manage, and coordinate the team of Elections Judges and Canvass Board members with the City & County Clerk;
- Provide support and guidance to Election Judges;
- Act as main point of contact with the County Clerk;
- Provide data and analysis of elections data available through various sources including the City and County of Broomfield;
- Coordinate support with other Executive Members.

## 11.0 Fundraising Coordinator

The BCD Fundraising Coordinator is a voting member of the BCD Executive Committee and tasks include:

- Coordinate fundraising efforts for the BCD;
- Lead fundraising events with assistance from the BCD Executive Committee and team of volunteers;
- Initiate fundraising efforts and provide assistance and guidance to the BCD Executive Committee in meeting fundraising goals;
- Coordinate support with other members of the BCD Executive Committee.

## 12.0 Initiative Leaders

Initiative Leaders are volunteers who provide outreach to a specific community and their families. In this role, Initiative Leaders build relationships and partnerships within an assigned community to benefit the community and the BCD.

The role involves:

- Be knowledgeable about local issues and Democratic candidates;
- Participate in the BCD awareness and infrastructure efforts, including "Get Out the Vote";
- Create events and activities that benefit the community and the BCD;
- Recruit volunteers to help with events and activities;
- Participate on the BCD Executive and Central Committees as advocates for assigned community.

Current identified communities are:

- Young Dems
- Veterans
- Hispanic/Latino
- LGBTQ
- Asian/Pacific Islander
- African American

Initiative leaders are not required to identify as a member of an identified community; however, it is preferred in order to strengthen credibility, knowledge and sense of community.