

Sub-District Captain Job Description

The Democratic Party of Denver uses the division of the State House districts to manage the activities of the county. We then, in turn, divide each House District into two sub districts (A and B) to make the tasks we perform more manageable. This gives the entire County 16 subdivisions to help with Party organization. Each Sub district has an elected Captain and co-Captain, and they appoint a Finance Chair (some sub-districts traditionally elect the finance chair at ReOrg) - a total of 48 positions. Each of these officers serves on the Executive Committee, which meets monthly. During those meetings, members of the Executive Committee receive information to relay to the members of their Sub district, vote on resolutions and the annual operating budget, and discuss and form pertinent issues to the future success of the County party.

The Sub-district Captain is responsible for:

- supporting the nominees of the Party;
- attending all meetings of the Executive Committee (monthly) and Central Committee (twice per year);
- planning and conducting the monthly meetings of active Democrats in the House district;
- appointing a Finance Chair to be responsible for sub-district fiscal matters and working with Finance Chairs to raise funds to cover the costs of sub-district activities (as determined by the sub-district) and pay an annual assessment to the County Party;
- recruiting and supervising Precinct Committee People and other Party workers to carry out local Get-Out-the-Vote efforts during each election cycle, and educating voters in their precincts in between elections;
- coordinating party campaign activities with Democratic candidates in that sub-district as required by the Central and Executive Committees;
- communicating party, campaign and candidate information to Democrats in the sub-district;
- appointing a VAN Point Person, responsible for oversight and use of database voter information assist Precinct Committee Persons and other volunteers;
- appointing other volunteers to various County and State Party committees as specified by Colorado law and state and county party rules, and;
- notifying and conducting at least two meetings per year of the sub-district committee people.
- Attend all training meetings for Reorganization, caucuses, and County Convention and Assembly meetings (2x – 3x/year)

Ideal Qualifications

- Highly organized and detail oriented
- Good communication and conflict management skills
- Effective public speaker
- Ability to run large meetings
- Demonstrated leadership ability
- Patience and a sense of humor