



Sub-District Co-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 their 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 Co-Captain is responsible for:

- supporting the nominees of the Party;
- attending all meetings of the Executive Committee (monthly) and Central Committee (twice per year), and House District meetings (monthly)
- assisting the Captain in the performance of duties; and
- in the absence or failure of, or refusal of the Captain to act, perform the duties of the Captain.
- 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