



House District and Senate District Leadership Job Description

The House District and Senate District Leadership are made up of an elected Chair, Vice Chair and Secretary for each of the 8 House Districts (1,2,4,5,6,7,8 and 9) and five Senate Districts (16, 31-34) that overlap Denver County. These individuals will be elected at the Denver County Reorganization Meeting (for all districts wholly within Denver) or at the Multi-County Reorganization Meetings (for districts within 2 or more counties).

The House and Senate District Leadership serve three primary functions:

- Establish and hold a vacancy committee meeting as needed. In case of a vacancy in their respective district, the House District or Senate District Leadership is in charge of calling for and running a meeting to elect a replacement for the vacant State House or State Senate seat.
- Organize and run the House District or Senate District Assembly at the County Assembly in even-numbered years. This meeting is critical for candidates going through the Assembly process in Denver because those that receive enough votes get on the primary ballot, or are eligible to gather petition signatures to appear on the primary ballot.
- The officers also run the House District or Senate District meeting at the Biennial ReOrganization meeting in Feb of odd-numbered years.

Ideal Qualifications

- Highly organized and detail oriented
- Good communication and conflict management skills
- Effective public speaker
- Ability to run large meetings
- Willingness to participate in other county level operations and meetings

Time Commitment

- Must attend all Democratic Party of Denver Central Committee meetings (2x/year)
- Must attend all trainings for ReOrganization, caucuses, and County Convention and Assembly meetings (2x – 3x/year)
- In some house districts, the house district Chair, Vice Chair and Secretary also assist the sub-district officers with their duties. Time commitment varies.