



ST. LOUIS YOUNG DEMOCRATS YOUNGDEMS.COM

The St. Louis Young Democrats is directed by an Executive Board, which includes a president, vice president, treasurer, secretary, membership engagement director, outreach director, and communications director. Executive Board Members other than the President are elected annually. The previous Vice President automatically becomes the President after one year.

Expectations for all Executive Board Members:

- Work to support local and regional Democratic Party issues and candidates, as defined by the active St. Louis Young Democrat membership.
- Maintain strong lines of communication with all other members of the Executive Board.
- Be accountable to other members of the Executive Board, recognizing that everyone involved is a volunteer with a day job.
- Attend monthly General Membership and Executive Board Meetings.
- Attend mandatory four-hour board retreat the weekend of December 14 or 15.

President *The President is not up for election. The 2019 Vice President, Reginald Garth, will serve as the 2020 President.*

Vice President The Vice President shall serve for two years, the first year as Vice President and the second as President. Duties of the Vice President include overlooking committees and their work. The Vice President shall also run at least two general membership meetings per year.

The Vice President is also responsible for organizing the endorsement process for the St. Louis Young Democrats, working with other members of the Executive Board. The endorsement process shall involve candidates as well as policy initiatives and ballot measures that will appear on the ballot during 2019. They will also be tasked with vetting the platforms and candidates if they wish to address the organization, working in conjunction with other board members.

Treasurer The Treasurer shall report the financial status of the organization at each

Executive Board meeting. The Treasurer shall chair the Finance Committee, assist in the preparation of the budget to be presented to the Executive Board, help develop fundraising plans, and make reports of expenditures and/or accounts available to the Executive Board and Members as necessary. In cooperation with the Secretary, the Treasurer shall track the payment of dues for the maintenance of the roll of Membership. The Treasurer shall be responsible for and ensure that all Missouri Ethics Commission (MEC) filings are completed quarterly.

Secretary The Secretary shall be responsible for keeping records of Executive Board actions, including taking minutes at all Executive Board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each committee Member, keeping the website up to date, and maintaining any records required of the organization by law. In cooperation with the Treasurer, the Secretary shall keep the roll of Membership listing all Members in Saint Louis Young Democrats. Expect to spend time working to maintain and grow Young Democrats membership in addition to record keeping activities and assisting other board members with events.

Membership Engagement Director The Membership Engagement Director shall be responsible for engaging the membership in organizing and coordinating membership involvement opportunities pertaining to political advocacy, campaigns, and initiatives. These opportunities are: signature gathering, canvassing, phone-banking, and volunteer recruitment & training.

The Membership Engagement Director will also work with other board members on one community engagement activity per month for Young Dems members. These activities may be part of a general membership meeting, but will likely be a special additional event such as “Boo Wave” and Truman Dinner Afterparty.

Outreach Director The Outreach Director shall be tasked with strengthening the presence of the St. Louis Young Democrats across the region and coordinate efforts for recruitment for new membership into organization. This position also involves working closely with the Membership Engagement Director in creating opportunities for Young Democrats to be a more active part of the community by forging relationships with other community organizations and tracking campaign events of endorsed candidates and other important community events e.g. ballot initiatives, rallies, and political activism.

Communications Director The Director of Communications shall be the individual in charge of making sure the Young Democrats message is effectively communicated through all forms of media including but not limited to: print, digital, social, and video. This director will be working closely with other members of the executive board to ensure consistent messaging across platforms, especially the Secretary to ensure accurate information is disseminated to

membership in a timely fashion. The Director of Communications shall also play a large role in message development for the organization and support other executive board members in ensuring that events are shared to the membership and community at large.