

**DAG Chapter Chairs
Basic Responsibilities & Duties**



1. Appoint chapter positions as per DAG bylaws
2. Plan and organize chapter meetings, preferably monthly
 - a. Plan meetings
 - i. reserve venue
 - ii. find speakers
 - iii. plan agendas
 - b. Conduct meetings
 - i. share information on DA activities, events, etc with local members
 - ii. moderate conversation
 - iii. ask for donations (especially to cover room rental)
3. Membership communications
 - a. Write monthly newsletters
 - b. Welcome new members
 - i. Greet briefly at meetings and events
 - ii. Send welcome email, especially after receiving notice of new member from DAG Secretary
 - c. Maintain Online/Social Media sites
4. GOTV (Get Out The Vote)
 - a. Most important in election years; Should be coordinated with DAG GOTV At-Large member
 - b. Organize and help run info stands in city center
 - c. Distribute Vote From Abroad materials throughout the city
 - d. Plan voter registration events and opportunities for voter assistance
 - e. Coordinate phone banking activities for chapter members
 - f. Clean up membership records in database
5. Events planning
 - a. holidays (, election night events, speakers, day trips, book tours
 - b. organize the Global Primary (presidential election years only)
6. Fundraising
 - a. Collect donations at meetings and events
 - b. Organize special fundraisers for DA, campaigns, etc.
7. Publicity
 - a. Represent Democrats Abroad at events throughout the year
 - b. Share information about Democrats Abroad at appropriate events
 - i. newcomers' festivals
 - ii. American information events (consulates, Amerika-Haus, etc)
 - iii. Softball games, church socials, etc
 - c. Work with press officers to publicize DA and its activities
 - d. Place DA publicity materials in appropriate locations; hang VFA posters around town
8. Attend Meetings
 - a. Monthly DA-Germany Excom conference calls
 - b. Annual DA-Germany Annual General Meeting (AGM)
 - c. Regional EMEA DA meetings

DESCRIPTIONS OF RESPONSIBILITIES

Appoint Chapter Positions

This is really just a fancy way of saying “delegate responsibilities.” Possible positions include vice-chair, treasurer, media contact, event organizer, greeter, GOTV coordinator, Young Dems chair, or any other position deemed necessary. For large chapters, it might be a good idea to have someone who can help with the membership records in the database. The important thing to remember is that it is extremely hard for a chapter chair to do everything alone, and finding good volunteers and developing good working relationships with them is the best way to make a chapter successful.

Monthly Meetings

Perhaps the main job of a chapter chair is to organize monthly meetings. Most chapters hold meetings once a month, but in non-election years, even every other month or quarterly is fine. It is helpful to find a regular day and location for these (i.e. 2nd Tuesday of the month at Schmidt's Restaurant). These can range from simply meeting for dinner at a local restaurant to formal meetings with agendas and programs. Guest speakers and movie nights often make for popular meetings. It's important that meetings are clearly publicized to membership and newcomers, and that they are friendly, welcoming events.

Membership Communications

It's the responsibility of the chapter chair to communicate to members updates about Democrats Abroad, events, elections, and other info. This can take a variety of forms: email newsletters, social media (Facebook, Toytown post, Twitter, etc.).

Get Out the Vote

The chapter chair is ultimately responsible for all Get Out the Vote activities during an election year. This can be anything from info stands to holding voter registration events.

Events

Special events are a great way to get members involved. Gatherings for American holidays such as Independence Day or Thanksgiving are especially popular. Casual gatherings for members such as pub nights, guest lecturers, and other such events are also great ways to get people interested in DA.

Fundraising

Local chapter chairs are responsible for fundraising for DA, both to pay for expenses on the local level and to contribute to DAG and to the DPCA. Donations can be collected at regular meetings and other events, but it's also advisable to have one or two large fundraising events throughout the year. During election years, there may also be opportunities to participate in fundraisers for specific candidates.

Publicity

The local chapter chair is the face of Democrats Abroad in the area. As such it's important for the local chair to make sure DA is represented at appropriate events, to build relationships with local press, and generally to increase the profile of DA in the area.

Monthly ExCom Calls & Meetings

Participation in the monthly DA Germany ExCom calls and the Annual General Meeting are important for staying informed of what's going on in DA-Germany. Local chapter chairs are also voting members of the ExCom and therefore are able to participate in votes on bylaws, spending, other issues.