

# **City Democratic Committee of Charlottesville**

## **Responsibilities of Precinct Chairs**

### **December 2021**

1. Promote the work of the local Democratic party
2. Attend monthly executive meetings. Recently the meetings have been held from 6:30 to about 8:30 PM on the fourth Monday evening of each month. This time could change! Before Covid, meetings were held at the downtown library. Recently, they have been held over Zoom or weather-permitting, at Rives Park.
3. Get to know your precinct members—hosting a cookout or a meet-up would be a great way for committee members to get to know one another and for members to invite some new folks who might want to get involved.
4. Organize volunteers for election days—The precincts are usually covered with two volunteers for each shift (two hours except for the last) starting at 6:00 AM and lasting until 7:30 PM. Precinct chairs pick up a box with the supplies from the City co-chairs and make sure the box is at the poll for the first shift. The officers usually arrange for the tents to be set up the night before. Precinct chairs make sure that the precinct is cleaned up at the close of the polls. This includes gathering yard signs, packing the tent in the bag and putting supplies back in the box. The city officers will pick up tents and may also be able to take boxes.
5. If precinct chairs have more volunteers than spots for election days, they communicate with other precinct chairs so that the volunteers can be placed where they would be most useful.
6. Communicate with volunteers about voter protection training before election days. There may be training sessions and other important information for volunteers to know before election day.
7. Encourage precinct members to do other things such as canvass, make phone calls, write postcards, etc.
8. Communicate with precinct committee members on upcoming events, paying their dues, toiletry drives, canvassing opportunities and voter registration efforts.
9. Encourage new people to join the precinct committee and/or participate in local activities, fundraisers, fun events.
10. As a member of the executive committee and per our by-laws, precinct chairs cannot publicly endorse any non-Democrat candidate. They can choose to step down temporarily until after the election is over.