

# Carteret County Democratic Party 2019 Standing Committees

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## **1 Standing Committees**

Standing committees are permanent committees that provide support to the CCDP in executing Party goals. The committees by definition must coordinate with one another in order to fulfill their responsibilities.

### **1.1 Finance Committee**

The duties of the Finance Committee (FC) include budgeting, financial recordkeeping and oversight of fundraising campaigns and events. The committee will provide financial guidance to the Fundraising committee. The committee is led by the CCDP Treasurer, and supported by up to two additional members who are knowledgeable financial managers. The committee reports to the Executive Board at the monthly board meeting.

### **1.2 Fundraising Committee**

The Fundraising Committee oversees, initiates, and provides guidance for fundraising campaigns and events. It works closely with the Technology and Data Committee to ensure that an accurate and expansive list of donors is maintained and tracked. Campaigns include membership drives, solicitation of large donor support, and sustaining member support. Fundraising events are broadly defined as any event in which a key impetus is to raise money for the party in general, or to support a specific purpose, e.g., funding Party headquarters. Fundraising may occur as a secondary interest in a broad spectrum of events, such as community forums and socials. The membership will include those individuals with good organizational and presentation skills to be able to plan, facilitate, coordinate, execute and support campaigns and events. Ad hoc committees may be initiated for specific event planning and execution.

The committee will develop and submit to the Executive Board a detailed fundraising plan by end of the first quarter 2019, and a revision submitted by January 31, 2020. The committee will work with the Finance Committee to develop a two-year budget, and will maintain ongoing communication to ensure effective planning.

The committee also works with Voter Outreach and Communications, Volunteer Management and Technology and Data committees to support fundraising activities. The committee reports to the CCDP Treasurer and the Executive Board at the monthly board meeting.

### **1.3 Voter Outreach and Communications Committee**

The Voter Outreach and Communication Committee is tasked with ensuring our Party leaders and the electorate understands local, state, and national concerns, as well as candidate and ballot issues. The committee will reach out to various experts in order to promote awareness and understanding of issues relative to political matters. The committee will include engagement of precinct officers to aid in the identification of local community needs and issues, in order to inform candidates and identify the need for new initiatives. The Committee will oversee ad hoc committees engaged in GOTV, Voter rights and voter identification activities. Ad hoc committees such as these will report directly to this committee.

The committee coordinates with the Executive Board and Executive Committee to provide speakers for routine Party meetings, as well as for any special events. The committee will have

expertise in communications and excellent writing skills. It will provide content, including messaging, for the Party website, Facebook, Twitter, and Instagram through the Technology Committee.

The committee is also responsible for press releases and advertisements. The committee will incorporate local newspapers, radio, local municipal and subdivision newsletters, and the CCDP newsletters and emails. The Committee will consider using media and marketing benefits through joint ventures and/or memberships with like-minded voting partners, and possibly with non-traditional voting partners.

The Committee coordinates with the Finance and Fundraising committees regarding any fundraising and financing concerns or requirements. The Voter Outreach and Communications Committee reports to the Executive Board the monthly board meeting.

#### **1.4 Young Democrats**

The Young Democrats are tasked with organizing, growing, and supporting the Young Democrats program in Carteret County whose mission is to elect Democrats, advocate for progressive issues, and train the next generation of progressive leaders. This committee reports to the 3<sup>rd</sup> Vice Chair of the County Party at the monthly Executive Board meeting and will coordinate with precinct officers and hold events targeted at Young Democrats. This committee will reach out to local high schools and the community college to collaborate and educate where possible.

#### **1.5 Technology and Data Committee**

The CCDP's ability to plan, track and execute depends on the quality and completeness of its data. The Technology and Data Committee (TDC) will be responsible for maintaining the website and managing consistent professional communications on Facebook, Instagram, Twitter, and email distributions; as well as managing the Party data. The committee will ensure that the website and social media have consistent documented design and process governing the execution of its responsibilities. The committee will consolidate and organize information to ensure the data is usable and accessible, able to support all facets of the CCDP. Data developed by standing and ad hoc committees will be provided to TDC for consolidation and centralized management.

The committee will explore new outreach tools via Vote Builder, and other technologies, that will facilitate communication and community activism, as well as ensure a Vote Builder data entry process is in place and maintained. The Technology Committee will coordinate with standing committees, ad hoc committees, initiative leaders, and the Vote Builder Administrator to ensure adequate and consistent support. The committee will report to the Board.

#### **1.6 Volunteer Management Committee**

The Volunteer Management Committee will create a robust volunteer organization that will address all recruitment, sustainment, requirements, and training of volunteers. The committee will report directly to the Board to ensure there is a centralized effort with decentralized execution. The intent is to foster and energize the volunteer experience, maximizing CCDP effectiveness on an ongoing basis. The committee will include engagement of precinct officers to support growing the volunteer organization. The committee will employ new approaches to outreach that include consideration of skills, leadership, and varied opportunities that will help create a more sustainable volunteer force.

The committee will leverage existing training programs and materials to build on the successful training efforts the CCDP has been employing. The Committee will explore developing a cadre of ambassadors that represent various communities; such as teachers, minorities, youth, families, churches, and nonpartisan groups; with the intent of both expanding Democratic influence, and broadening CCDP's understanding of community concerns.

The committee reports to the Executive Board at the monthly board meeting.

## **2 Contact Information**

There are a number of ways for individuals to inquire about and/or sign up to participate in the CCDP standing committees:

- Reach out through the volunteer form on the [CCDP website](https://www.carteretdemocrats.org/volunteer) (<https://www.carteretdemocrats.org/volunteer>) or go to the website and choose 'Step Up' and then 'Volunteer'
- Email the committee leads at [Volunteer Committee](mailto:democrats4carteret@gmail.com) ([democrats4carteret@gmail.com](mailto:democrats4carteret@gmail.com))
- Call Cindy Wear at (252) 732-0284