

DWIN STANDING COMMITTEES

1. PROGRAM - 1st VP

Manage all aspects of DWIN's on-going Empower and Engage (E2) events and activities including topics, calendar dates, speaker selection and related prep work, location, registration and evaluation. Lead liaison with the Win Elections Network (WEN) which seeks to collaborate and engage community, political and civic partners in the necessary work to educate the public on critical issues to increase awareness, voter turnout and Democratic victories. Facilitate New Member Orientation and the Member Mentorship Program in partnership with the Membership Committee. Assist the President in preparing for and facilitating annual strategic planning session(s). And through the work of the Chair of Chairs, leads the non-political community engagement activities/events, including the nomination, selection, notification and awards ceremony details for the two DWIN awards: Jackie Brown Democratic Woman Activist Award & Shores-Maurice Generosity Award, conferred at the Mary A. Nolan, Suffragist, Annual Awards Event. Attend Annual DWCF Convention and PerSisters Rally.

2. FINANCE/BUDGET - TREASURER

Budget Development & Accounting. As needed, facilitate any required Audit demands. Manage Automatic Online Giving and payment options. Produce and submit all requisite financial reports to membership, Region and DWCF. Provide registration assistance at Signature Events as needed. Support the work of the Ways and Means Committee. Attend Annual DWCF Convention and PerSisters Rally.

3. MEMBERSHIP/TELEPHONE/HOSPITALITY - 2ND VP

Assist the Program Committee with New Member Orientation and the Member Mentorship Program. Update and advance the "Why Join DWIN?" message and Membership Brochure. Lead member renewals and initial membership initiatives. Work with Chair of Chairs to monitor and track Standing Committee assignments and update assignments on membership roster. Manage DWIN Phone Tree, Directory and Hospitality tasks (inspirations, birthdays, wellness, photos). Provide registration assistance at Signature Events and Activities as needed. Along with Treasurer, manage Automatic Online Membership/Donate Options. Attend Annual DWCF Convention and PerSisters Rally.

4. LEGISLATIVE AFFAIRS/LEGISLATIVE LIAISON

Focus/Plan/Advocate/Track DWIN's Issue(s) in concert with the DWCF State Legislative Liaison Group & National Legislative Liaison and Committee. Forge partnerships with like-minded organizations. Participate in DWCF's Legislative Teleconferences. Lead DWIN participation in DWCF Tally Days events with GOTV Committee. Remain abreast of local City Council actions. Attend Annual "Tally Days" and DWCF Convention and PerSisters Rally.

5. GET OUT THE VOTE (GOTV) FORMERLY CAMPAIGN/POLITICAL ACTION

Plan and execute Campaign Support Plans in coordination with DWIN Legislative and Political Action Committees, local DCDEC and other Democratic Clubs, Caucuses and organizations Engage with like-minded organizations (NOW, League of Women Voters, Northside Coalition of Jacksonville etc., for community protests and civic actions. Conduct Voter Registration and Education efforts.

Facilitate GOTV volunteering for Municipal, Gubernatorial and Legislative and Federal Elections (texting, phone banking, canvassing, trainings). Help Candidate Identification & Training Committee build a *BLUE* Bench in Duval, to fill posts in Jacksonville, Tallahassee and at the Federal level. Lead political organizing and engagement efforts - use resources like: “Indivisible: A Practical Guide for Resisting the Trump Agenda” or other sources. Encourage formal engagement with local DCDEC. Attend Annual DWCF Convention and PerSisters Rally.

6. SOCIAL MEDIA/PUBLICITY

Responsible for posting content and general management of DWIN Website, Facebook, Twitter and other appropriate social media platforms to inform the public about DWIN, increase Brand, advance image and reputation and grow membership. Design and produce various communication pieces to inform and engage members and the public; e.g., Newsletter, Membership brochure and internal awards certificates etc. Provide assistance with Press Releases and assist President and Secretary with communication content as needed. Attend Annual DWCF Convention and PerSisters Rally.

7. WAYS AND MEANS

Identify and manage DWIN Fundraisers. Historical events include: Mardi Gras Gumbo Cookoff, Belk Charity Sale, Summer/Fall social & Applebee’s Flapjack Breakfast (proposed) and the Mary A. Nolan, Suffragist, Annual Awards Event- event logistics. Note: The Program Committee manages all aspects of the Awardee nominations, selection and awards ceremony for recipients at the Awards Event. Ways and Means manages the logistics of the Awards Event; e.g., location, overall program agenda, food/beverage details, tickets and sale of DWIN promotional items. Develop and manage grant proposals and financial partnerships (discounts for members, event co-sponsors etc.) as needed. Attend Annual DWCF Convention and PerSisters Rally.

8. BY LAWS

Continuously review, amend or revise the DWIN By-Laws to align with DWCF By-Laws. Attend Annual DWCF Convention and PerSisters Rally.

10. EDUCATION & TRAINING

Assist Political Action Committee with volunteer Registration Training and Voter Education. Provide or co-sponsor training on being an engaged and effective member of the Party - DCDEC, FDP and DNC. Explain Party Structure, roles and scope of work; e.g., Precinct Committee Persons, District Chairs, Officers and governance. Especially important is GOTV training to assist candidates and Campaign Organizers. Help recruit and where appropriate facilitate training for Poll Watchers and referrals to SOE for Poll Workers. Will liaison with Legislative Affairs and Political Action Committees on legislative advocacy and response to Action Alerts. Attend Annual DWCF Convention and PerSisters Rally

10. CANDIDATE IDENTIFICATION & RESOURCE CLEARINGHOUSE

Assist in the effort to grow the bench of Duval Democrats who run for office and regularly share pertinent and useful information on resources to aid candidates and their campaigns. Key resources are: the Supervisor of Elections (SOE), Democratic Women’s Club of FL (DWCF) Candidate Training Committee, Florida Democratic party (FDP), League of Women’s Voters (LWV) and other appropriate entities. Regularly, direct candidates to the SOE Candidate Services Division for in

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depth assistance on running for office in Duval County. And, provide the rules for candidates to seek endorsement and financial support available through the DWCF Political Committee (PAC) and other options. Attend Annual DWCF Convention and PerSisters Rally.

SPECIAL COMMITTEES AND BOARD MEMBER ROLES

1. **Nominating Committee** - Past President or designee appointed by President
Manage and execute nominations and officer election process. Attend Annual DWCF Convention and PerSisters Rally.
2. **Chair of Chairs (CofC)** - Appointed by the President, the CofC is ex-officio member of each Standing Committee. CofC manages member recruitment and assignment for all Standing Committees and assist with selection of Chairs. CofC ensures Standing Committees, meet, develop workplans, function and report outcomes. CofC will provide ideas, insights and examples of workplan options and will continuously work with Membership Committee to assign new members. In concert with the Program Committee, CofC will develop and lead the non-political community engagement activities/events including the nomination, selection, notification and awards ceremony details for the two DWIN awards: Jackie Brown Democratic Woman Activist Award & Shores-Maurice Generosity Award, conferred at the Mary A. Nolan, Suffragist, Annual Awards Event. Assist the President as directed. Attend Annual DWCF Convention and PerSisters Rally
3. **Financial Review** - A Board member role that assists Treasurer with Audit/Compliance Review of financial records. Attend Annual DWCF Convention and PerSisters Rally.

Special Note: Committee responsibilities subject to ongoing review and updates.

Revised 2/3/23