

DRAFT - State Committee Member – Job Description

Overview

State Committee members serve as the link between the grassroots (in the form of local party organizations) and the state party. They do this in two ways:

- By representing their local party organization at state meetings and in other state party decision-making procedures.
- By representing the state party in meetings, events and discussions at the local level.
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In addition, due to their role as some of the most visible Democrats at the local level, State Committee members are expected to model good Democratic behavior: creating a welcoming environment for everyone who wishes to participate as a Democrat; ensuring that differences of opinion are respected, and that all Democrats are able to work together despite personal or ideological disagreements; and giving back to the party by participating in campaign activities and donating to the state and local parties at a level that's appropriate for their personal situation.

State Committee members should be active participants in the electoral process, including regular voting, and active supporters of our Democratic Coordinated and candidate campaigns.

There is time, travel, and expenses associated with being a State Committee Member, including three annual weekend meetings and monthly calls/webinars. As SC members are elected representatives of their County and LD organizations, those organizations are encouraged to offer financial reimbursement or assistance for their respective SC members if needed. Additionally, SC members are encouraged to use platforms like "GoFundMe" to defray any costs.

State Committee members are required to abide by the WSDCC Code of Conduct.

Specific Duties

As a state leader:

- Attend state committee meetings three times each year at locations throughout the state (or assign responsible proxy-holders for meetings they are unable to attend personally). State Committee member should ideally not miss more than one meeting a year; a State Committee member who misses two meetings in a calendar year should reconsider if they have the time to perform their role effectively.
- Participate in monthly calls/webinars to learn what the state party is doing and weigh in on issues that matter to them and their local party. Since each LPO has two State Committee Members, this is an activity that could be shared/spilt as needed. State Committee members should also actively understand and promote the work of the State Party back to their LPO.
- Carefully read all emails from the state chair, executive director, party affairs director, organizers, and other state party staff to ensure their local party is performing the duties required of it by the state party. SC members should also represent concerns from their LPO back to state party staff and leadership.
- Be an active member of their assigned working committee at the state party. Participate in committee discussions, accomplish committee work between meetings, and perform duties assigned by their committee chair or the state party chair.

As a local leader:

- Support the local chair and other local party officers as they perform their duties. (State Committee members have historically been elected from experienced LPO leaders, and often can have greater institutional knowledge about their local party than other officers.)
 - Quickly inform the state party of disputes, disagreements, or any other breakdowns that might impair the local party's ability to perform its duties; when state party intervention is necessary, assist the state party in resolving the situation.
- Assist the state party in ensuring local parties perform the duties assigned to them by the state party (including reorganization, nominations, vacancy appointments, and their role in the caucus/convention process.)
 - Help manage their local party's participation in the state party's ongoing platform and resolutions processes. Read and understand what is currently in the platform, and what resolutions have been passed recently. Understand and advise their local party on when and how resolutions should be submitted to the state party for state-level consideration, and report on the results.
- Ensure that the state party is provided with up to date information on the structure of the local party, including officer lists, PCO lists, membership lists, and bylaws on monthly basis, or as changes are made.
- Model good Democratic behavior.

As an individual:

- Be inclusive and welcoming to those who wish to participate in Democratic Party activities, regardless of ethnicity, gender, class, age, etc.
- Respect differences of opinion, especially when acting in their capacity as a State Committee member and encourage respectful behavior by all.
- Participate in campaign activities like canvassing and phone banking, and encourage others to do likewise.
- Donate to the state and local parties at a level that's appropriate for their personal situation and encourage others to do likewise.
- Understand the Party Charter, By-laws, Code of Conduct, Rules for Resolutions, as well as have at least a basic knowledge of Roberts Rules.
- Understand the role of the State Party, and the difference between the State Party and organizations like the DNC, HDCC, SDCC, and such.

Schedule of Meetings – 2019/20:

January 25th-27th 2019 -- Olympia

April 5th - 7th 2019-- Pasco

September 27th - 29th 2019 -- Yakima

January 24th - 26th 2020 -- Vancouver

June 11th - 13th 2020 -- Tacoma Convention Center (CONVENTION)

Sept 25th - 27th 2020 -- Spokane