

## 2022-23 Steering Committee Portfolios

Portfolio	Assignee
Chair, Security (in-person and info sec)	Anthony
Secretary	<del>Minnie</del> Sarah
Treasurer	Aimee
Political Education	Sean
Organizer Training & Member Support	<del>Nathaniel</del> Lorenzita (?)
Communications	Natasha
Inventory and Merch Management	Aimee
Member Engagement	Skyler + Shaun
Digital management	Roy

The following positions are elected positions on the Steering Committee and primary portfolios:

- Chair
  - The Chair is responsible for ensuring that Steering Committee Members are provided adequate opportunity to provide input and participate in Steering Committee processes, both inside of meetings and the Steering Committee Slack channels. This includes:
    - Chairing the Steering Committee meetings, or ensuring that another member of the Steering Committee is adequately prepared to chair the meeting
    - Preparing the agenda for Steering Committee meetings, or ensuring that another member of the Steering Committee prepares an agenda
    - Declaring when a vote has been decided or closed
  - The Chair is also responsible for ensuring that the General Meetings operate smoothly and fairly. This includes:
    - Ensuring that there is an adequately prepared member to chair the General Meetings
    - Acting as parliamentarian during the General Meetings, should a question of order or process arise
    - Preparing the agenda for the General Meeting, or ensuring that another member of the Steering Committee prepares an agenda
    - Preparing a script for the General Meeting, or ensuring that another member of the Steering Committee prepares a script
  - The Chair is also responsible for planning and facilitating special elections, as permitted by [Article 12 of the Bylaws](#).

- Be designated as a signer for the chapter bank accounts
- Assist Secretary in monitoring the chapter email
- Be a keyholder for the PO Box
- Treasurer
  - The Treasurer is ensuring an accurate statement of financials. This includes:
    - Preparing a Treasurer's Report for each Steering Committee and General Meeting, which includes statements of all accounts
    - Maintaining the chapter budget, updated monthly
  - The Treasurer is also responsible for managing financial accounts. This includes:
    - Maintaining access to bank accounts and digital payment applications, such as Venmo
    - Be designated as a signer for the chapter bank accounts
  - The Treasurer is also responsible for the management of money. This includes:
    - Providing qualified reimbursements within 7 days of receiving the reimbursement request
    - Maintaining inventory of gift cards
    - Ensuring proper accounting measures are practiced at all events where money is handled
  - The Treasurer is also responsible for filing annual tax paperwork for the chapter.
  - Assist Secretary in monitoring the chapter email
  - Be a keyholder for the PO Box
- Secretary
  - The Secretary is responsible for maintaining the member list. This includes:
    - Saving member lists from national in the appropriate Google Drive folder
    - Keeping the data clean and up to date in Action Network
    - Pulling lists for SC members and Priority Stewards as needed
    - Verifying membership status for voting, elections, and any other occasion where membership status determines access
  - The Secretary is responsible for managing meeting minutes. This includes:
    - Taking notes, or ensuring that another member of the Steering Committee will take notes during Steering Committee meetings
    - Taking notes, or ensuring that another member of the Steering Committee or an adequately trained member will take notes during General Body meetings.
    - Saving meeting minutes in the appropriate Google Drive folders
    - Uploading meeting minutes to the website within one week of the meeting
  - The Secretary is responsible for recording vote results for both the Steering Committee and the General Body in such a way that they may be made accessible to the Steering Committee and rank-and-file members upon request. This includes:
    - Tracking vote counts for Yes, No, and Abstain on regular votes as well as the number of members present
    - Tracking STV results
    - Tracking which resolutions/amendments have been passed

- Uploading bylaw amendments to the website
  - The Secretary is also responsible for maintaining the business licenses and other required documents to maintain legal incorporation status.
  - Be designated as a signer for the chapter bank accounts
  - Monitor the chapter email
  - Be a keyholder for the PO Box
- Organizer Training & Member Support
  - Coordinate organizer skills trainings on a monthly basis, which should be facilitated by a properly skilled individual
  - Help members to understand how to democratically engage with the chapter, including writing resolutions, creating sections/caucuses, etc.
  - Ensure that all phone banks, text banks, and canvasses are adequately prepared and administered
- Member Engagement
  - Advisor to the Member Engagement Working Group
  - Coordination of New Member Orientation, including
    - Assigning facilitators
    - Coordinating textbank to invite members
    - Ensuring orientation deck is up-to-date
  - Coordination of member socials
  - Regular outreach to members with lapsed dues to get them to renew
- Communications
  - Oversee the Comms Working Group
    - Social media and blog
  - Draft statements from the SC and chapter
  - Manage mass email distribution via Action Network
- Digital Management
  - Managing our various calendars and event registration
    - Zoom
    - Google
    - <https://lvdsa.org>
    - ActionNetwork
    - Action Builder
    - Facebook
  - Managing access to passwords in BitWarden
  - Managing Slack
    - Member access
    - Channels
    - Integrations & Apps
- Political Education
  - Plan at least one political education event every month, facilitated by individuals with the proper knowledge and skills
  - Keep records of resources and prior Political Education material
  - Coordinate chapter-wide book clubs

- Security (In-person and Digital)
  - Develop a checklist that can be referenced by all LVDSA groups/campaigns that plan events
    - This should include considerations for sign in, waivers, accessibility, and emergency plans
  - Manage the process of applying for any permits and/or licenses required for events
  - Be chapter liaison for the national Red Rabbits group and apply in-person security measures to events and actions
  - Security Screenings - researching the social media profiles of new members on a weekly basis in order to identify any areas of concern
- Merchandise & Inventory Management
  - Manage a check-in/check-out system for inventory
  - Manage online merch shop
  - Order merchandise, and oversee design process