

NEA Democratic Caucus

Leadership Duties

If you are new to the Caucus or new to union work, we encourage you to sign up anyway. We will help and support you! Website : neademocrats.org

State Contact Duties

1. Fill out the [NEA Democratic Caucus Leadership Google Form](#)
2. Join the NEA Democratic Caucus [Facebook Page](#).
3. You must be an NEA Democratic Caucus [Member in Good Standing](#)
 - a. Note all State contact must be approved by the NEA Democratic Caucus Board
4. **Annual Reports** : Send an annual report about your State to nea.dem.caucus@gmail.com Some ideas about what to include are [HERE](#)
5. **Duties during the RA**
 - a. Sit at the NEA Democratic Caucus table during the RA for at least one 2 hour shift or find a proxy
 - b. During your RA State Caucus meetings, share information about the caucus and sign up members using our website neademocrats.org and the [NEA Democratic Caucus 2024 RA Info Sheet](#)
 - c. Attended caucus meetings during the RA
6. **Duties throughout the year**
 - a. Help recruit non delegate volunteers to sit at the NEA Climate Justice booth when the RA is held in your State.
 - b. Share information about the caucus and sign up members using our website neademocrats.org and the [NEA Democratic Caucus 2024 Info Sheet](#)
 - c. Start a Climate Justice Caucus in your state affiliate (optional).
 - d. Attend virtual caucus leadership meetings

Regional Director Duties

1. Fill out the [NEA Democratic Caucus Leadership Google Form](#)
2. Join the NEA Democratic Caucus [Facebook Page](#)
3. You must be an NEA Democratic Caucus [Member in Good Standing](#)
 - a. Note all Regional Directors must be approved by the NEA Democratic Caucus Board
4. Fulfill the State contact duties for your state if there is no state contact yet.
5. **Annual Reports** : Send an annual report about your Region to nea.dem.caucus@gmail.com Some ideas about what to include are [HERE](#)
6. **Duties during the RA**
 - a. **Duties during the RA** Sit at the NEA Democratic Caucus table during the RA for at least **two** 2 hour shift or find a proxy
 - b. Recruit State Contacts (See [Tips for recruitment](#) below)
 - i. Recruit State contacts for each state in your [your Region](#)
 - ii. Attended caucus leadership meetings during the RA
7. **Duties throughout the year**
 - a. Provide information and support to your state contacts throughout the year
 - b. Look for a State Contact person for each state in your [your Region](#)
 - c. Attended virtual caucus leadership meetings.

National Director Duties

1. Fill out the [NEA Democratic Caucus Leadership Google Form](#)
2. Join the NEA Democratic Caucus [Facebook Page](#)
3. You must be an NEA Democratic Caucus [Member in Good Standing](#)
 - a. The National Director must be approved by the NEA Democratic Caucus Board
4. Fulfill the State contact duties for your state if there is no state contact yet.
5. **Annual Reports** : Send an annual report about your Region to nea.dem.caucus@gmail.com. Some ideas about what to include are [HERE](#)
6. **Duties during the RA**
 - a. Sit at the NEA Democratic Caucus table during the RA for at least **three** 2 hour shifts or find a proxy.
 - b. Recruit Regional Directors
 - i. Recruit a Regional Director for each of the six [Regions](#)
 - ii. Attended caucus leadership meetings during the RA
7. **Duties throughout the year**
 - a. Provide information and support to the six regional directors throughout the year
 - b. Help find Regional Coordinator for all six [Regions](#)
 - c. Attended virtual caucus leadership meetings.

Annual Reports Tips : Send an annual report about your [state](#) to nea.dem.caucus@gmail.com. Some ideas about things to include can be :

- a. Democrats who support public education in your state
- b. NEA Members running for office
- c. Key elections
- d. Lobbying efforts you need support with
- e. Dem Party and NEA political wins and celebrations
- f. And more ...

Member in Good Standing

This means any person who has fulfilled the requirements for membership and who has not voluntarily withdrawn nor been expelled or suspended by the union. "Good standing" requires the timely payment of dues.

Regional Director Tips to Recruit State Contacts

- Ask members of the Caucus
- Contact State Presidents
- List of NEA Delegates to the Democratic Party National Convention
- List of elected NEA Democrats
- New members who want to learn more and be more involved

[Printable Membership QR code Flyer](#)