



Meeting Observer

Reports to: County Party Leadership

Time Commitment: Approximately 3-5 hours per month, depending on meeting frequency

Duration: Ongoing

Role Overview:

The Meeting Observer will attend local town council, county commissioner, board of education, and board of elections meetings within Avery County to take notes, observe discussions, and report back to the Democratic Party. This role is critical to helping the Party stay informed on local issues, concerns, and decisions that impact our community. The Meeting Observer will also serve as a supportive, positive presence in the community by representing Democratic values at these public meetings.

Key Responsibilities:

- 1) Meeting Attendance: Attend town council, board of education, and board of elections meetings, ensuring coverage of key local discussions and decision-making processes.
- 2) Note-Taking: Take detailed notes on meeting agendas, key discussions, votes, and decisions relevant to Democratic priorities and community concerns.
- 3) Report Preparation: Summarize notes and prepare concise, clear reports to share with the Party leadership and relevant committees, highlighting important issues or actions.
- 4) Issue Monitoring: Track ongoing local issues such as policy changes, development projects, and public concerns that align with Democratic values or may impact future elections.
- 5) Community Representation: Serve as a positive representative of the Democratic Party by maintaining professionalism and showing support for fair, inclusive governance.
- 6) Collaboration: Work with other volunteers and Party members to provide updates and feedback that inform the Party's local strategy and outreach efforts.
- 7) Meeting Schedule Coordination: Coordinate with Party leadership to ensure coverage of all necessary meetings and avoid overlap.

Qualifications:

- Passion for the Democratic Party's mission and values.
- Strong listening, observation, and note-taking skills.
- Ability to remain objective and unbiased while reporting on meetings.
- Strong communication skills, especially in summarizing key information.
- Interest in local government, education policy, and community engagement.
- Ability to attend meetings regularly, in-person, and on time.
- Familiarity with or willingness to learn about local government structures and processes.
- Access to reliable transportation to attend meetings throughout Avery County.

Benefits:

- Gain insight into local government operations and decision-making processes.
- Contribute to the Democratic Party's understanding of local issues and concerns.
- Help inform and shape the Party's community engagement efforts.
- Build connections with local leaders, educators, and community members.
- Flexible volunteer role with varying time commitments based on meeting schedules.