



Handbook of Roles and Responsibilities

v1

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About this Handbook

Purpose

The purpose of this handbook is to provide a list of leadership and contributor positions within the Washington County Democratic Party (WCDP). The handbook defines high-level roles and responsibilities to ensure that those volunteers interested in contributing to the life of WCDP understand the expectations associated with each position. It is not meant to be comprehensive, as the details of *how* to perform these roles and responsibilities are further detailed in the WCDP Handbook of Policies and Procedures.

Updating this Handbook

As specified in the next section, this Handbook is meant to be a living document that is regularly updated by WCDP Officers and Executive Committee (EC) members to align how WCDP works with the Party's objectives and goals.

Changes to the descriptions of roles and responsibilities. Such changes can be performed in "tracked changes" by any EC member or seasoned member of the Party. Proposed changes will be regularly reviewed by the Officers, who will approve, revise, or deny them and then notify the EC of such changes.

Removal of positions. Such changes may be proposed by anyone with justification in the form of a comment in the file. Proposed removals will be regularly reviewed by the Officers, who will approve, revise, or deny them and then notify the EC of such changes.

Addition of positions. Such changes may be proposed by anyone with justification in the form of a comment in the file. Proposed removals will be regularly reviewed by the Officers and the EC, who will approve, revise, or deny them.

Versioning

Version	Updated from Previous Version by	Summary of Updates
0.1	Sylvain Bruni	Document creation with materials from previous cycles and new material based on WCDP structure revisions decided by the EC on Monday, January 13, 2025.
1	-	Approval by WCDP EC on 2/3/2025 as v1.

Important Notes

1- The management areas assigned to Officers currently reflected in this document correspond to the 2024 assignments listed in the table below. However, it is expected that these assignments will change based on the 2025 Reorganization and the new WCDP administration to be voted in.

Assignment of management areas to WCDP Officers for the cycle 2023-2025.

Officer Position	Officer Name	Assigned Management Area
Chair	Sylvain BRUNI	Political management
First Vice Chair	Diane BRADLEY-HARDIN	Outreach management
Second Vice Chair	Morgan OLSON	Organizational management
Treasurer	Cindy HUMPHREY	Financial management
Secretary	Kathy CARR	People management

2- The roles listed in this document use the terms “manager” and “coordinator” interchangeably. WCDP may devise an additional hierarchy depending on the tenure of party leaders, the areas of work, and other criteria as necessary.

Officers

Chair

The Chair is the spokesperson and manager of the day-to-day duties of the County Party. They preside over Officer and Executive Committee meetings, establish Committees and Ad-Hoc Subcommittees, and name Committee and Subcommittee chairs and members.

The Chair oversees the political management area.

As an Officer, the Chair is expected to attend all Officers, Executive Committee, and Open Membership meetings.

Per the 2023 Bylaws of WCDP, the Chair shall:

- Serve as the spokesperson of the County Party
- Receive all records from their predecessor within 14 days of election
- Supervise and manage the day-to-day business of the County Party
- Preside over any convention which may be called
- Preside over the business meetings of the Executive Committee
- Perform all duties incident to the office of chair and such other duties as may be prescribed by the Executive Committee members from time to time
- Establish committees with the approval of the Executive Committee
- Appoint all Committee Chairs and committee members. The Chair serves as ex-officio member of all committees
- Transfer all records to their successor within 14 days of election

First Vice Chair

The First Vice Chair assists and supports the Chair in all duties and holds the office of Chair in case of vacancy until an election occurs.

The First Vice Chair oversees the outreach management area.

As an Officer, the First Vice Chair is expected to attend all Officers, Executive Committee, and Open Membership meetings.

Second Vice Chair

The Second Vice Chair assists and supports the Chair in all duties and holds the office of Chair or First Vice-Chair in case of vacancy until an election occurs.

The Second Vice Chair oversees the organizational management area.

As an Officer, the Second Vice Chair is expected to attend all Officers, Executive Committee, and Open Membership meetings.

Treasurer

The Treasurer has charge and custody of and is responsible for all funds and securities of the County Party. They deposit and disburse all monies of the Party. They maintain official records and ensure compliance with all authorities. The Treasurer tracks internal giving by Officers and Executive Committee members.

The Treasurer oversees the financial management area.

As an Officer, the Treasurer is expected to attend all Officers, Executive Committee, and Open Membership meetings.

Per the 2023 Bylaws of WCDP, the Treasurer shall:

- Receive all records from their predecessor within 14 days of election
- Have charge and custody of and be responsible for all funds and securities of the County Party from any source whatsoever, and shall deposit all such monies in the name of the County Party in such bank or other depositories as shall be selected in accordance with the provisions of these bylaws (see Article IV, Section 6)
- Keep and maintain, open to inspection by any member of the Executive Committee at all reasonable times, adequate and correct accounts of the funds and transactions of the County Party which shall include all matters required by law
- Disburse the funds of the County Party as may be ordered by the Executive Committee through approved motions
- Present a monthly itemized statement of income and expenditures to the Executive Committee
- Render to the Chair and Secretary, or to the Executive Committee, whenever it may require or request it, an account of all transactions as treasurer and a financial statement in form satisfactory to them, showing the condition of the County Party
- Register with the Tennessee Registry of Election Finance (TREF) and/or Federal Election Commission (FEC), and file any and all reports required by TREF and/or the FEC if the Executive Committee chooses to become a registered Political Action Committee (PAC) at the state and/or federal level
- In general, perform all of the duties incident to the office of treasurer and such other duties as may be assigned by the Chair or Executive Committee
- If required by the Executive Committee, give a bond, to be paid for by the Executive Committee for the faithful discharge of the duties in such sum and with such corporate surety or sureties as the Executive Committee shall determine
- Participate in the annual financial review
- Maintain all records related to the position for a period of 5 years
- Transfer all records to his/her successor within 14 days of election

Secretary

The Secretary takes, maintains, and distributes all meeting records for the County Party.

The Secretary oversees the people management area.

As an Officer, the Secretary is expected to attend all Officers, Executive Committee, and Open Membership meetings.

Per the 2023 Bylaws of WCDP, the Secretary shall:

- Receive all records from their predecessor within 14 days of election
- Keep the minutes of all Executive Committee meetings and conventions
- Distribute the minutes of each meeting to the full Executive Committee within fourteen (14) days following the meeting to facilitate any needed actions and the approval of the minutes at the subsequent meeting
- Conduct a verbal roll call of all the Executive Committee at every business meeting
- Keep attendance records for all meetings of the Executive Committee and report to the Executive Committee all instances of excessive absences
- See that all notices are duly given in accordance with provisions of law and these bylaws
- Be custodian of the records of the County Party
- Keep membership records and have general charge of membership books of the Executive Committee
- In general, perform all duties incident to the office of secretary and such other duties as from time to time may be assigned by the Chair or by the Executive Committee, or which may be required by law
- Maintain all records related to the position for a period of 5 years
- Render to the Chair or to any member of the Executive Committee whenever it may require or request it, at all reasonable times, the records of the activities of the Executive Committee and any subcommittee reports
- Transfer all records to their successor within 14 days of election

Executive Committee Members

District Representative

Per the 2023 Bylaws of WCDP (Article IV - Section 1), Executive Committee members are responsible for actively participating in growth and outreach strategies to aid in the election of Democrats. These efforts are directed through committee work and organizing activities in their districts. To facilitate opportunities for Democratic engagement and responses in their district, District representatives will be expected to:

- 1) Lead efforts in their district to grow the party;
- 2) Perform outreach in the district with phonebanking, canvassing, postcards, etc.
- 3) Identify volunteer prospects, donors, organizations, influencers, and house party leads in their district
- 4) Provide vote by mail information
- 5) Conduct voter registration
- 6) Identify and report community needs, concerns, and barriers to the Executive Committee
- 7) In general, perform other duties as from time to time may be assigned.

District Representatives within the Executive Committee of WCDP are expected to perform the following roles and responsibilities¹:

- Role 1 = Be an Active Participant in monthly meetings
 - Report at EC meetings (1st Monday)
 - Attend Membership meetings (2nd Tuesday)
 - Run meetings for your Subcommittee or area of oversight
- Role 2 = Be a Party Leader with one area of specialization
 - (Co-)Lead at least one (Sub)Committee, Subcommittee, or area
 - Train for skill development at least once a year
 - Represent WCDP at community and official events including at least 2 parades or festivals/fairs per year as feasible
- Role 3 = Be an Involved Organizer building infrastructure
 - Contribute² to party building by raising at least \$250 per year (donate yourself or raise from others about \$20/month) OR multibanking³ 4 hours per month (1 hour per week)
 - Hold two in-district get-togethers per year (e.g., after-work drinks, day of canvassing, living room discussions with friends...)
 - Relay messages, calls for donations, etc. as feasible

¹ Established by WCDP in 2022-2023 and approved by its EC in March 2023

² Unless the EC member has filed a petition for candidacy to elected office

³ Text-banking, phone-banking, or postcard writing

Ex-Officio Member

Ex-Officio Members (elected officials at the municipal, county, and state levels; representatives of partner organizations such as the Young Democrats, the College Democrats, the High School Democrats, and the Federation of Democratic Women; immediate past Chair) are expected to attend monthly meetings of the Executive Committee and be active participants in these meetings and other activities and events of the County Party.

Party Positions

General Responsibilities Applicable to All Positions

Members in Party Positions are responsible for the work they agree to own within the organization.

Members in Party Positions liaise with the Officer responsible for the Management Area within which their work area exists. This means conducting regular communication, coordination, alignment, and reporting. They are encouraged to seek support from Officers.

Members in Party Positions may identify area-specific objectives contributing to achieving relevant WCDP strategic goals. They may identify and assign tasks, activities, and processes to accomplish these objectives across an informal team or a formal committee or subcommittee. They may recruit other members and volunteers to staff their informal team or formal committee or subcommittee to perform these tasks, activities, and processes in coordination with the [Volunteer Manager](#).

Members in Party Positions report on their work regularly to their liaising Officer or Executive Committee members for dispersion across the organization. They ensure that their documentation is placed in the relevant folders of Google Drive.

Campaign Manager

The Campaign Manager leads the local, coordinated campaign between WCDP and candidates whose districts include parts or the whole of Washington County. They are responsible for the creation of a campaign strategy with the WCDP EC and candidates, for executing that strategy and all WCDP campaign activities, and for managing all related people and data. As needed, they assemble a campaign team to cover this large scope of work. Their officer liaison is the Chair.

Candidates Manager

The Candidates Manager oversees the recruitment, training, and support of Democratic candidates in Washington County. They maintain a list of potential candidates and engage with them regularly. They work to identify and recruit promising potential candidates in our community. They coordinate and produce a candidate training program, which they revise on a two-year cycle to adapt to changes in needs. During campaigns, in coordination with the Campaign Manager, they act as a liaison between the WCDP coordinated campaign and the candidates. As needed, they assemble a team to cover this large scope of work. Their officer liaison is the Chair.

Communications Manager

The Communications Manager coordinates and oversees all external WCDP communications. Their responsibilities include producing, scheduling, and validating content and disseminating approved content through all public means available to WCDP, including but not limited to social media, press, newsletter, marketing, and website. They work closely with multiple Coordinators and other Party Positions to perform these duties. Their officer liaison is the Second Vice Chair.

- Content production: The Communications Manager works with other Party Positions to create text and visual content for WCDP based on the topical needs of the organization.
- Content scheduling: The Communications Manager maintains a comms schedule accessible to all stakeholders. This schedule specifies what content gets pushed, when, and how to ensure visibility, anticipation, and deconfliction of WCDP external communications.
- Content validation: The Communications Manager ensures that content is validated by an Officer or Executive Committee member before release. They ensure a unified voice for WCDP and adherence to the WCDP brand guidelines.
- Content dissemination: The Communications Manager coordinates with other stakeholders to ensure validated content is released as planned.

Community Manager

Community Managers perform community management on WCDP's account on one social media platform in collaboration with the relevant Social Media Coordinator. They ensure bidirectional, conversational engagement with the WCDP audience on the social media platform. They are responsible for responding to comments and questions and propagating relevant information to other WCDP stakeholders. They work closely with a Social Media Coordinator, the Communications Manager, and related stakeholders. Their officer liaison is the Second Vice Chair.

Copywriter

The Copywriter produces text content supporting WCDP communications. They work closely with the Communications Manager and related stakeholders. Their officer liaison is the Second Vice Chair.

Counsel

The Counsel provides pro-bono legal advice and references to WCDP. Their officer liaison is the Chair.

Data Manager

The Data Manager is responsible for policies, procedures, and operations related to WCDP data across the organization. They have operational oversight over the data collection, entry, analytics, and reporting within WCDP. Their officer liaison is the Chair.

- Data policies: The Data Manager produces and maintains WCDP policies and action plans on data privacy and cybersecurity. They ensure policy adherence across the organization. They coordinate with TNDP's CyberSecurity Committee (CSC).
- Data procedures: The Data Manager defines best practices for data management within WCDP. They oversee adherence to those practices and perform training to ensure compliance in collaboration with the Technology Manager.
- Data operations: The Data Manager organizes all aspects of unified data operations across all five managerial areas. They supervise data collection and entry operations and alignment across technological systems. They run data analytics in support of WCDP activities and report on data operations to the Executive Committee.

Donor Relations Manager

The Donor Relations Manager works with the Treasurer and Chair to maintain a list of donors, plan donor relations, issue call lists, and track and report on individual fundraising performance. Their officer liaison is the Treasurer.

Elections Coordinator

The Elections Coordinator supervises all aspects of electioneering for WCDP. They coordinate relevant stakeholders, including, but not limited to, the Candidates Manager, the Campaign Manager, the Polls Manager, and the Voters Manager. The Elections Coordinator ensures the recruitment and training of stakeholders to cover all needed roles. They ensure that all managers operate per the political strategy and party platform. Their officer liaison is the Chair.

Event Coordinator

Event Coordinators oversee and coordinate WCDP's participation in community events (e.g., parades, festivals, fairs, or meetings). They are responsible for securing the material logistics and volunteer people-power for the event. They work closely with the Outreach Manager and related stakeholders. Their officer liaison is the First Vice Chair.

Fundraising Events Manager

The Fundraising Events Manager is responsible for the production and delivery of critical fundraising events for WCDP, including but not limited to the annual State of Franklin Dinner. Their officer liaison is the Treasurer.

Graphic Designer

The Graphic Designer maintains the WCDP brand guidelines and produces visual content supporting WCDP communications. They work closely with the Communications Manager and related stakeholders. Their officer liaison is the Second Vice Chair.

Marketing Coordinator

The Marketing Coordinator coordinates the production and distribution/release of all WCDP marketing materials. These include, but are not limited to, ads (newspapers, billboards, digital), door hangers, palm cards, and brochures. They work closely with the Communications Manager and related stakeholders. Their officer liaison is the Second Vice Chair.

Membership Manager

The Membership Manager organizes “Open Membership meetings” (per current TNDP/bylaw nomenclature) and supervises member relations. Their officer liaison is the Secretary.

- Open Membership meetings: The Membership Manager plans, produces, and delivers at least one monthly event open to all Democrats and progressives in our community (i.e., the “membership”). Those events don’t have to be “meetings” (their format can be crowdsourced from leaders and the general membership). The Membership Manager greets attendees at events and ensures that their information (contact and sign-up) are recorded and processed in a timely manner.
- Member relations: The Membership Manager organizes the WCDP strategy to engage with the membership, especially in off-years.

Merchandise Coordinator

The Merchandise Coordinator oversees the WCDP online store, working closely with the Website Manager. They ensure that the merchandise offering is regularly updated and promoted. Their officer liaison is the Treasurer.

Newsletter Coordinator

The Newsletter Coordinator is responsible for managing and using the Mailchimp newsletter system. They are charged with collecting content, crafting newsletter editions, scheduling them, and releasing them regularly. They work closely with the Communications Manager and related stakeholders. Their officer liaison is the Second Vice Chair.

Office Space Manager

The Office Space Manager manages the WCDP office at the DRC. Their responsibilities include staff scheduling, supplies and material management, and issue reporting. Their officer liaison is the Second Vice Chair.

- Staff scheduling: The Office Space Manager maintains the schedule of WCDP staffing at the DRC to ensure that a WCDP leader or volunteer is present in the office at the times mutually agreed upon with the DRC.
- Supplies and material management: The Office Space Manager is responsible for ensuring that office supplies and other material needs of WCDP in the office are met. They work with the Treasurer to purchase what is needed for the office.
- Issue reporting: The Office Space Manager reports any issue about the office space to their officer liaison and ensures the tracking of their resolution.

Outreach Manager

The Outreach Manager coordinates WCDP's participation in community events and WCDP's community relations. They work closely with various event coordinators and WCDP leadership. Their officer liaison is the First Vice Chair.

- Community events: The Outreach Manager works with the Officers and Executive Committee members to select community events (e.g., parades, festivals, fairs, meetings) at which WCDP should be present. They work with event-specific Event Coordinators to plan, produce, and deliver that presence. They report back on community events and update the related policies and procedures for improved participation in the following year.
- Community relations: The Outreach Manager maintains WCDP's list of friendly organizations and contacts at those organizations. They devise and track a plan of engagement between WCDP leaders and those organizations.

Parliamentarian

The Parliamentarian is responsible for the proper conduct of WCDP meetings according to Robert's Rules of Order. They participate in Executive Committee meetings and oversee the proper sequence of motions, adherence to the agenda, and timekeeping. Their officer liaison is the Second Vice Chair.

Party Platform Coordinator

The Party Platform Coordinator supervises the elaboration, maintenance, and sharing of the WCDP platform. They conduct activities to update or revise the Party Platform regularly to ensure it adheres to the needs of our community. They further work with other stakeholders like the Officers, EC members, Communications Manager, and Campaign Manager to ensure that

the Party Platform is shared publicly and adhered to in the party's work. Their officer liaison is the Chair.

Political Messaging Manager

The Political Messaging Manager is responsible for crafting and ensuring compliance with targeted, locally relevant political messages at the core of WCDP's external communications. Leveraging the Party Platform and accounting for local events and circumstances, they devise impactful language aligned with the goals and priorities of WCDP. In so doing, they coordinate with all Communications stakeholders, whom they supply with elements of language and written content. Their officer liaison is the Chair.

Policies and Procedures Manager

The Policies and Procedures Manager owns the Policies and Procedures Handbook and is charged with its augmentation and maintenance per the needs of WCDP. Working closely with stakeholders across the organization, they ensure that Party policies and procedures for all work areas are documented in an understandable and accessible way for all party members to refer to. Their officer liaison is the Chair.

Political Strategy Manager

The Political Strategy Manager is responsible for devising the WCDP political strategy for a given 2-year electoral cycle. They define goals and a strategic plan to achieve the goals. They document the strategy as a roadmap detailing activities, resources, people, and timelines. They ensure that the strategy is adhered to throughout the cycle. Their officer liaison is the Chair.

Poll Operations Manager

The Poll Operations Manager oversees all WCDP activities related to polls, grouped into three categories: poll workers, poll watchers, and precinct stations. Their officer liaison is the Chair.

- Poll workers: The Poll Operations Manager maintains a list of Democratic poll workers with whom they engage regularly. They recruit new Democratic poll workers. They submit Democratic poll workers' names and information to the Washington County Election Commission and ensure each Democratic poll worker gets trained. They track the assignments of poll workers to polling precincts.
- Poll watchers: The Poll Operations Manager maintains a list of Democratic poll watchers with whom they engage regularly. They recruit new Democratic poll watchers. Working with the Campaign Manager and the Candidates Manager, they organize the assignment of Democratic poll watchers to campaigns and polling precincts. They submit Democratic poll watchers' names and information to the Washington County Election Commission and ensure each Democratic poll watcher gets trained and credentialed. During voting,

the Poll Operations Manager acts as liaison and coordinator with poll watchers to document the information poll watchers collect. They inform all stakeholders as needed.

- Precinct stations: The Poll Operations Manager organizes precinct stations at the priority polling precincts defined by the WCDP EC. They coordinate the logistics and purchase of equipment as necessary. They additionally maintain a list of precinct station leaders and precinct station volunteers in collaboration with the Volunteer Manager. They manage the assignment of precinct station leaders and volunteers to particular precinct stations. They provide them with training and the equipment needed to hold the station.

Precinct Captain

A Precinct Captain is responsible for all organizing activity in their designated area. They lead political organizing efforts (e.g., voter registration, text- and phone-banking, canvassing, and community events) and maintain the pulse of the precinct. They engage with Democrats who live in their assigned precinct through voter information and get-out-the-vote operations in coordination with the Campaign Manager. They provide precinct-specific support to Democratic candidates on the precinct's ballot. Their officer liaison is the Chair.

Press and Media Manager

The Press and Media Manager is responsible for press relations, press releases, letters to the editor, and archiving. They work closely with the Chair, the Communications Manager, and related stakeholders. Their officer liaison is the Second Vice Chair.

- Press relations: The Press and Media Manager maintains an updated list of press and media contacts and regularly engages with members of the press and the media. They organize press and media appearances for the Chair and other WCDP stakeholders as relevant. They conduct press and media training. They create press and media packages.
- Press releases: The Press and Media Manager produces press releases with other stakeholders and distributes them to the press and media list. They ensure the content respects the WCDP voice and includes, when possible, visual media.
- Letters to the editor: The Press and Media Manager coordinates the production of talking points and elements of language and their distribution to Members in Party Positions for submitting letters to the editor.
- Archiving: The Press and Media Manager is responsible for collecting and archiving records of press and media publications and appearances for WCDP.

Research & Opposition Coordinator

The Research & Opposition Coordinator is responsible for collecting and documenting information on political issues, candidates, and officeholders, to support the activities of WCDP. Working closely with the Party Platform Manager, the Campaign Manager, and the Candidates

Manager, they supply insights beneficial to advance WCDP and Democratic candidates in our county. Their officer liaison is the Chair.

Rules Manager

The Rules Manager is responsible for the development and documentation of critical operational documentation, including but not limited to the WCDP bylaws (renegotiated every two years with TNDP) and the WCDP handbooks (roles & responsibilities and policies & procedures). The Rules Manager oversees internal votes (by the Executive Committee) and vetting operations (of WCDP candidates and Democratic candidates to elected offices). Their officer liaison is the Chair.

Sergeant-at-Arms

The Sergeant-at-Arms is responsible for the proper conduct of WCDP conventions according to Robert's Rules of Order. They participate in the biannual conventions (reorganization and delegate selection) and oversee the proper sequence of motions, adherence to the agenda, and timekeeping. Their officer liaison is the Second Vice Chair.

Social Media Coordinator

Social Media Coordinators oversee and coordinate WCDP's presence on one social media platform (e.g., Facebook, Instagram, Threads). They operationalize the release of WCDP content in the format best fitting the social media platform (e.g., photos, graphics, videos, text). They may prepare content and schedule releases in advance. They work closely with the Communications Manager and related stakeholders. Their officer liaison is the Second Vice Chair.

Technology Manager

The Technology Manager supervises all technology employed by WCDP. They are responsible for needs assessment, analyses of alternatives, market research, acquisition, deployment, and training of all technology assets for the organization. These include, but are not limited to, technology equipment and software for communications (e.g., Google Workspace, Slack, Zoom, Mailchimp, WordPress), political activities (e.g., Scale to Win, VoteBuilder), events and in-person activities (e.g., projector, audio system, video system), fundraising (e.g., ActBlue, WooCommerce). The Technology Manager ensures that WCDP maintains and follows a data privacy and cybersecurity plan in collaboration with the Data Manager. Their officer liaison is the Second Vice Chair.

Volunteer Manager

The Volunteer Manager oversees the recruitment, training, engagement, and recognition of WCDP volunteers. Their officer liaison is the Secretary.

- Recruitment: The Volunteer Manager works to maintain and publicize a list of all volunteer needs for WCDP and to welcome Volunteers when they sign up.
- Training: The Volunteer Manager organizes training events so volunteers can acquire the skills and competencies necessary to perform their work.
- Engagement: The Volunteer Manager is responsible for ongoing engagement with volunteers from recruitment through recognition, such that volunteers are proactively and constantly connected to WCDP.
- Recognition: The Volunteer Manager establishes volunteer awards and benefits and organizes their distribution to volunteers.

Voters Manager

The Voters Manager is responsible for all voter engagement activities of WCDP. Working closely with other stakeholders, they supervise voter registration, voter outreach, voter protection, and GOTV operations. Their officer liaison is the Chair.

- Voter Registration: The Voters Manager organizes voter registration events and happenings through the county, targeting our communities of interest.
- Voter Outreach: The Voters Manager maintains and executes a voter outreach program that ensures WCDP regularly engages with voters in our county, both during election years and in-between election years.
- Voter Protection: The Voters Manager coordinate voter protection information and ensures it is made available to voters.
- GOTV Operations: The Voters Manager is responsible for get-out-the-vote (GOTV) operations for WCDP. They coordinate field operations between WCDP and candidates to ensure alignment and cross-benefits of these efforts.

Website Manager

The Website Manager is responsible for the wctndp.org website. They maintain, actualize, and ensure the proper and safe/secure operation of the WCDP web presence. They specifically make regular updates to the website homepage and its calendar. Based on content produced by communications stakeholders, they release new or updated posts and pages on the website. They ensure that WordPress and plugins are consistently updated to their latest versions. They work closely with the Communications Manager and related stakeholders. Their officer liaison is the Second Vice Chair.

Youth Coordinator

The Youth Coordinator leads WCDP's engagement with youth members and Democratic youth organizations, including, but not limited to, the Young Democrats, the College Democrats, and the High School Democrats. They coordinate events and activities empowering our local youth. They coordinate WCDP external support for youth communities. Their officer liaison is the First Vice Chair.