

## President

- Be the chief executive officer of CDO, define the agenda of the organization during his, her, or their tenure.
- Carry out the mandates and directives of the executive board and nominate all appointed members for approval by the executive board.
- Act as the official representative of CDO to other allied Democratic organizations such as the Democratic Party of Oregon, and the Democratic National Committee.
- The President may create new appointed positions with the approval of a majority vote of voting members of the executive board.
- Set up and lead bi-weekly video calls with the CDO executive board to maintain strong communication.
- Be an active supporter of the candidates or measures endorsed by the CDO executive board.
- Maintain constant communication with chapter Presidents and CDO executive board.
- Maintain a standard level of involvement from board members.

## Vice President

- Assist the President in the performance of his, her, or their duties.
- Act as President when the president is unable to perform his, her or their duties.
- Maintain constant communication with chapter Vice Presidents through bi-weekly video calls.
- Plan CDO Statewide Annual Convention (Spring Convention in April)
- Be an active supporter of the candidates or measures endorsed by the CDO board.
- Chair of the State Council, directing the endorsement process in conjunction with the political director.
- Perform such duties as the executive board or President may assign.

## Political Director

- Provide monthly updates to all members of CDO on job and internship opportunities, Oregon and national political updates etc.
- Create and maintain an up-to-date database of internship opportunities for members.
- Maintain a list of possible races for endorsement.
- Communicate with the campaign managers for the candidates the CDO board has endorsed to see how CDO can most effectively support the candidate or ballot measure i.e. Organize canvassing events and phone banks for the candidates the CDO board has endorsed.
- Be the liaison between CDO and all local, state, and national campaigns, in conjunction with the president.

- Maintain constant communication with the Communications Director in order to send out synced emails and social media postings and create a political platform for CDO through social media posts.
- Perform such duties as the executive board or President may assign.

#### Communications Director

- Send out a *monthly* email release to all College Democrats of Oregon, DPO, and supporters with updates, news, and highlights.
- Keep an active presence on the CDO Facebook, Twitter, and Instagram by posting a minimum of 1 post per week on each platform to update supporters and members on news and chapter highlights as well as raise our visibility.
- Maintain the CDO website.
- Monitor the social media platforms of CDO chapters, repost on CDO Facebook, Twitter, and Instagram, and encourage chapter presidents to utilize social media.
- Send a bi-monthly newsletter to potential donors/those on the existing mailing list.
- Responsible for publicity and outreach for all official CDO meetings and events.
- Perform such duties as the executive board or President may assign.

#### Membership and Recruitment Director

- Maintain an updated contact list of all officially chartered College Democrats chapters.
- Propose and implement a membership plan, subject to approval by the executive board, for each chapter in the CDO.
- Maintain constant communication with each chapter Membership Director.
- Recruit new chapters and members.
- Perform such duties as the executive board or President may assign.

#### Programs and Development Director

- Plan CDO Fall Retreat (October)
- Plan CDO Winter Conference (January)
- Develop and organize all CDO events.
- Maintain communication with chapter Programs and Development Directors and assist individual chapters in organizing events and programs.
  - Collaboration on an event in Portland for chapters, to promote more in-person networking besides the large fall and spring events
  - Communicate engagement opportunities to chapters i.e. potential canvasses or phonebanks
  - Assist chapters in hosting Kickoff social events or debate watch parties
- Oversee chapter development by keeping chapters updated on current CDO opportunities and developing organized calendar and programmatic plans, resources, and assistance.
- Perform such duties as the executive board or President may assign.

### Financial Director

- Be the chief fundraiser for CDO.
- In charge of reaching out and identifying local fundraising sources and opportunities.
- Be responsible for all CDO finances and financial reports.
  - Make financial reports—details of income and expenditures—available to the board each month
- Coordinate all CDO and chapter fundraisers
  - A combination of in-person, online/social media, and cold calls fundraising (assisted by the board)
- Merchandise design and purchasing.
- Perform such duties as the executive board or President may assign.

### IDEA (Inclusivity, Diversity, Equity, and Accessibility) Director

- Coordinate strategic plans to diversify aspects of membership throughout CDO.
- Identify potential barriers and develop strategies focused on recruiting and retaining a diverse membership.
- Identify areas of advocacy that pertain to dismantling systemic barriers for marginalized individuals.
- Ensure equitable practices in all areas of CDO
- Ensure all environments and events are accessible to all participants
- Maintain constant communication with each chapter's IDEA Director and/or chapter leadership to ensure that IDEA goals are being met.
- Perform such duties as the executive board or President may assign.