

Duties for District Representatives (2 people of different gender per county commission district)

1. You are required to attend a monthly Board of Governors meeting (meets second Thursday of each month at 6:30 pm). You report actions taking place in your district.
2. You are responsible to see that your district holds a **monthly** meeting with precinct leaders and other Democrats to get out information, meet candidates, plan actions for the common good, promote Democratic ideas, collect information from Precincts on their actions, and grow the Democratic Party.
3. You are the persons the Party depends on to be the contact persons to help organize the Precincts in your County Commission District
4. You are the contact for filling vacancies in the position of Precinct chairs in your district.

Duties for Precinct Chairs

1. You are the person the Democratic Party depends on to be the contact person for the Party, Democratic candidates in your area, and the election commission.
2. You are required to attend a quarterly Knox County Democratic Party (KCDP) General Assembly meeting to participate in Party decisions. (You should send a representative if you are unable to attend. These are on the second Thursday at 6:30. You will be notified which months to attend.)
3. You will need to keep a list of Democrats in your Precinct that you can call on for assistance in helping candidates with door knocking and phone calling and for turn out for Democrat events. (Lists can be created through the Democratic computer system called Vote Builder. Someone can assist you with Vote Builder.) It is a good idea to obtain the person's email, telephone number, address, and Precinct number when possible because this will save you so much time in the future.
4. You will be the contact person for your Precinct for the Knox County Election Commission. They may ask you to help find Democrat workers for helping with elections. (Election workers are trained and paid for their service. Each Precinct must have both Democrats and Republicans at each voting site.)
5. You are valuable to recruiting candidates in your area, as you will become familiar with who might have the qualifications to be elected in your district.
6. Two people of different gender will be elected by the Precincts in the District as District Representatives to serve as your contact and to assist you.