HC Democratic Party
Committees for 2023

"Many hands make the work light."

John Heywood

Communications and Legislation
- Manage FB account, including posting and monitoring responses
- Manage web site maintenance and postings
- Publish monthly e-newsletter and targeted mailings
- Monitor and report on redistricting information
- Monitor and report on IN statehouse and legislative breakfasts
- Maintain contact info for reps and senators
- Recruit contributors to local newspapers, post card campaigns and writing legislators

Data Management Committee
- Maintain all contact lists including membership, communication lists, PCP lists, and event specific. Note: Requires a personal computer, Excel software and a basic Excel familiarity
- Membership recruitment
- Monitor Indy Star and the Icon for member death notices and report to the Chairperson
- Work with the Communications and Legislation Committee to send out communications
- Work with the VAN Management for information gathering and verification

Fundraising
- Work with the board to define projects and events for fundraising
- Events and activities such as but are not limited to:
  - Raffles
  - Silent Auctions
  - HH Dinner
  - National Garage Sale
- Work with the board to manage events
- Work with the Community Outreach Committee to incorporate fundraising where appropriate
- Work with the Membership Committee to identify and recruit volunteers
- Work with the Communications Committee to publicize events

Outreach
- Work with the board to define projects and events for community presence
- Events include but are not limited to
  - Social events like Coffee with the Dems
  - Holiday Party
  - County Fair
  - Parades
  - Festivals
  - Voter Registration
  - Legislative Breakfasts
- Work with the board to manage events
- Work with the Data Management Committee to identify and recruit volunteers
- Work with the Fundraising Committee to incorporate fundraising at events where appropriate
- Work with the Communications Committee to publicize events

Candidate Recruitment and Support
- Identify offices, PCP, board positions and commission positions to be filled. Hereafter called "candidate" positions.
- Provide to Communications and Legislation Committee available positions and a brief writeup of positions
- Recruit candidates for open positions
- Work with board and the VAN Management to review and approve candidates
- Monitor and communicate filing requirements
- Keep track of INDEM and NDTC training
- Resource for candidate training
- Work with VAN Management for candidate access, where appropriate

VAN Management (by Chairperson appointment only)
Because of the confidential status of VAN info, access to the VAN is tightly controlled. The Chairperson works with the state party to identify limited access for volunteers and candidates. Van Management consists of at least one VAN master and multiple deputies for backup and cross training
The VAN manager and deputies have the following responsibilities:
- Work with the Candidate Committee to review candidates voting records
- Provide VAN data to candidates, where appropriate
- Provide basic VAN training to candidates
- Work with the candidates to validate and update the VAN
- Participate in VAN training from the state party
- Work with the Data Management Committee to validate updates to the VAN