

### **Magisterial Districts Chairpersons Responsibilities**

1. **Recruit** Precinct Captains and **Coordinate** the efforts of Precinct Captains in their Districts
2. Meet with Precinct Captains to motivate, educate and train them on their responsibilities
3. Assist Precinct Captains in recruiting volunteers to greet voters at the polls and hand out Democratic sample ballots.
4. Monitor Progress of Precinct Captains in recruiting volunteers
5. Distribute Democratic literature, sample ballots, signs, etc. to Precinct Captains for Election Day.
6. Collect from Precinct Captains a complete lists of all poll greeters' who volunteered on Election Day so that CCDC will have a complete database for next year's outreach and communication. Forward information to CCDC chairperson on October 15, and 1 week before election day and a final list the day after election day
7. Be visible as the Democratic Party leader in your District
  - a. Keep Precinct Captains informed about what the party is doing in Chesterfield, the candidates on the ballot and current political issues
8. Have a post-election wrap-up with Precinct Captains
  - a. Collect lists with contact information of poll greeters
  - b. Discuss what worked and what did not work
9. On Election Day, communicate with and support Precinct Captains. Visit Precincts and replenish precincts with needed materials. Report problems to the Democratic leadership.
10. Work with Precinct Captains to organize precinct events