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**COMMITTEE & TASK DESCRIPTIONS**

**CALENDAR**

A Google calendar is embedded into the website. If you are familiar with using Google calendar you are good to go. You need not interact with the website. You would be the point person for receiving items from members to add to the calendar, normally about a half dozen a month.

**E-BLASTS (SEE MAILCHIMP)**

E-blasts are generally bi-monthly and include suggestion sheets. E-blasts may be generated for special events and time sensitive news.

**FACEBOOK ADMINISTRATION**

Create and maintain questions for potential members, review all membership requests and message those who don’t complete questions; monitor daily posts for appropriate content; post Suggestion Sheets; make and upload event posters; report monthly on site info for leadership meetings.

**INFORMED PROGRESSIVE**

The Informed Progressive Speaker Series provides monthly programs on a wide range of topics of interest to progressives. Notable topics have included the For the People Act, defining what is progressive, sustainable farming, Medicare For All, and gun violence. Numerous political candidates have been featured to allow PAHC supporters to learn about their campaigns and platforms, dialog with them, and ask questions.

**Requirements**: A thirst for knowledge and a feel for topics that would interest this group are a must. Organizers must contact potential speakers, set schedules and stay in touch with speakers to enable and insure their effective presence at the meetings. This includes helping to create publicity and good settings.

*Currently, knowledge of ZOOM is desirable as all meetings are virtual. Once in person meetings are possible, the organizers would procure a meeting space, open, set up and close that space, insuring safety, security and a welcoming environment. As a followup, organizers obtain or write a short summary and submit it to include in the PAHC monthly Newsletter.*

**LIAISON COMMITTEE**

The Liaison Committee seeks meetings for the PAHC with public officials to establish an ongoing positive relationship and to have direct discussions about issues of concern to PAHC participants. Meetings may be with officials’ staff members when necessary. Issues of concern comprise legislation under current consideration, political positions taken by the PAHC, and more general matters related to achieving respectful representation for the full range of constituents in the relevant district. The interaction is intended to be both frank and respectful. Meetings will generally not be sought during the six months prior to an election involving an official. PAHC representatives at meetings may include Liaison Committee members, others from Leadership, and other PAHC participants who have expressed an interest in relevant issues under discussion. The substance of meetings is presented at Leadership and will be described in the Newsletter. Public officials who are not responsive or who decline to meet will be noted in the Newsletter.

**MAILCHIMP**

**MailChimp is our platform to send Newsletters and email blasts** and to maintain our email list for our audience. It does take some training to recognize their symbols and methods. Our subscription is renewed every two years.

Requirements: some computer skills, typing skills, ability to change items from PDF to jpeg. Willing to follow up with others for articles and events. Sissy Owen will work with you for needed amount of training.

**MEETING FACILITATORS & TIMEKEEPER (on rotating basis)**

Prepare and share monthly leadership agenda about one week prior, with reminder day of meeting. Oversee agenda, using consensus to determine agreement or need for more info. Facilitator calls on those with hands raised. Timekeeper keeps us on track.

**NEWSLETTER (SEE MAILCHIMP)**

Newsletter articles are due no later than the 25th of the preceding month.

**NEWSLETTER SPOTLIGHT**

Select (with input from all) members to feature for monthly newsletter. Maintain and update list, have a dedicated author, get permission and photo from subject (or couple), proof/edit, and submit to Nancy for newsletter before the 25th of the prior month.

**POSTCARDS**

PAHC maintains an inventory of postcards for a large assortment of subjects. New ideas and needs keep the inventory fresh and current. The postcards are taken to Postcard Parties. The postcards are also packaged and distributed to individuals either to write politicians and businesses or to write Get Out The Vote.

Requirements: maintaining an estimate of the inventory, soliciting ideas for new postcards and getting the designs to the printer, packaging bundles of postcards and meeting members in common locations, watching budget, setting up and cleaning up at Postcard Parties (when we meet in person again) and maintaining a good relationship with our host business.

**PRODUCT INVENTORY**

PAHC currently sells tee shirts, sweatshirts and quantities of postcards through the website and word of mouth.

Requirements: Keeping the inventory, getting the cash or check to the treasurer, getting the merchandise to the buyers, reordering as needed, paying the bills and seeking reimbursement.

**PUBLIC RELATIONS/YOUTH OUTREACH**

The purpose of public relations is to bring awareness to our organizational  
activities and publish events, rallies, vigils and educational outreach  
programs to PAHC members and to the public. Presently, this is being done in  
two ways; through our media contacts and on the events page of  
our private Facebook page.  
  
When an event is planned, the information is posted to all media contacts  
asking them to post/announce via a PSA (public service announcement). All  
the specific information is relayed in an email to them, including any  
poster or visual. The same is posted under the PAHC Facebook Page under  
Events.  The events are sent out to the media one-two weeks prior to the  
event. Same for the Facebook page but is also repeated one day in advance of  
the event as a reminder.

**Youth Outreach**: The purpose of this effort is to try and engage youth in our community to be aware of, and participate in, Progressive Alliance activities. This is a new attempt to reach out and involve younger individuals who align with our  
Mission and Vision. We are reaching out to the new Young Democrats of  
Henderson County, a chapter of Young Democrats of NC, Local young activists,  
Indivisible Asheville and eventually local colleges. Presently we are just posting our events with them. More to come.

**RALLIES AND DEMONSTRATIONS**

PAHC organizes permitted events - rallies and demonstrations- to show our support for a cause or protest to express disagreement for political policies. Participation is guided by alignment with our mission and vision statements. These may be one time or recurring events, generally taking place in Hendersonville. Some examples include asking for immigration reform, encouraging voting or calling out a representative’s actions. Volunteers may help organize, secure permits and participate.

Event preparation and execution may include work with equipment, such as flags, banners, or fliers/petitions; coordination with aligned groups; or helping insure safety and security.

**SCRIBE**

The scribe takes or gathers notes and/or reviews recordings to create a record of PAHC actions when requested, particularly of leadership meetings. The scribe distributes these narratives etc. to PAHC lead participants and other invited persons. Chris will work with anyone who might want to backstop or do interviews, etc.

**SOCIAL OUTREACH & VOLUNTEERISM**

Planning of special events, fundraisers, anniversaries, occasional after postcard dinners at local, symbiotic locations, coordinating volunteerism opportunities tying into community events.

**SUGGESTION SHEETS**

Suggestion Sheets are short lists of potential topics to write legislators, businesses and influencers about our in-person or virtual postcard parties. Writers are needed to create the sheet for a given week, decide on the topics, and research and write the topic summaries. A given sheet is typically no more than 2 pages and might contain 4-7 topics, each with a 1-2 paragraph summary and a call to action. Writers are welcome to work together on a given sheet, although one has primary responsibility. Using topics/summaries from other reputable organizations, with proper attribution, is acceptable.

Requirements: ability to write clearly and succinctly, as well as knowledge of reputable news sources and a desire to communicate with and sway a large group of progressive thinkers.

**TREASURER**

The prime duty of the treasurer is to track individual transactions involving Alliance funds (donations, payments for stamps and postcards, etc.), log them in an Excel spreadsheet, and compile and submit to Leadership a monthly report on YTD finances. Transactions are tracked on a cash basis, and it is rare that there are more than 10 transactions in a given month. Per standard accounting practices, a separate individual actually holds Alliance cash and pays bills and reimbursements. Requirements: Entry-level knowledge of bookkeeping and Excel.

**VOTING COMMITTEE**

The Voting Committee tracks upcoming candidates at all levels of government. Every year there are either municipal elections, or mid-term elections and the Presidential cycle.

Requirements: gathering information as people announce they are running for office. Help decide most viable candidates for each position. Working with candidates on presentation and knowledge. Organizing people to send hundreds of Get Out the Vote postcards reminding citizens to register and to vote. Inviting candidates to PAHC events so they can mingle and meet their constituents.

**WEBSITE**

Wix is the platform for our website. It does not require coding knowledge but it can be a bit finicky. The site is normally updated twice a month. You would be assisting in maintaining the site.

Requirements: some computer skills, typing skills and attention to detail. Nancy Brown would be available for training.