

Calvert County Democrats

Precinct Captain Job Description

A Precinct Captain functions as the "chief Democrat" in the precinct. He/she will build a precinct leadership team to accomplish the following:

Goal: Turn out every Democratic vote in the precinct to the polls, every year!

- Welcome new residents to the precinct on behalf of the Calvert County Central Democratic Committee (This is done monthly by the Central Committee)
- Participate in voter registration training and then seek to register all eligible voters in the precinct (the Calvert County Democratic Women's Club will organize and hold trainings throughout the year at a Club meeting]
- Support candidates with information they need for your precinct
- Be trained in Vote Builder, the Maryland Democratic voting database. Through records kept in Vote Builder, you will be able and keep records of precinct residents as to contact information, party affiliation, and volunteer activities up-to-date. You will be able to categorize your voters in order to solicit information and keep them engaged.
- Organize canvassing of his/her precinct. This includes making contact with Democratic voters not only during election years but when there are no elections. We need to keep in touch with Democrats, ask them about what issues are important to them, and
- Organize phone banks for his/her precinct
- Organize appropriate precinct social events
- Recruit volunteers (you will be supported in this effort by the Clubs and the Central Committee)
- Collaborate with candidates during campaigns to provide volunteers and hosts for voter contact activities such as voter registration, phone banks, and canvassing
- Maintain communication with active Democrats in your precinct who have expressed interest via phone, e-mail, Facebook, or other preferred method
- Find out what voters are thinking and pass this information on to the Committee
- Participate in meetings and trainings of Precinct Captains
- Provide volunteers to the Democratic booths during early voting and at his/her polling place on election day. You will pick up your tent, table, chairs (you may bring your own in you want), and precinct literature and set them up the night before voting and take them down at the end of election day and return them to Headquarters during the prescribed times.
- See if any voters need transportation to the polls on early voting and election days for people having trouble getting to the polls
- Talk to voters to see if they want to vote absentee and help them secure their absentee ballots. Follow-up to make sure they mailed in their absentee ballots.
- On election day, call people who have not voted and encourage them to do so