

# **Roanoke City Democratic Committee**

## **Precinct Captain Guide**

Thank you for volunteering to be a Precinct Captain for the Roanoke City Democratic Committee. This document is intended to help you and provide guidance on being a Precinct Captain.

### **What is a Precinct Captain**

A Precinct Captain is a resident of their respective district and is voted in during Biennial Reorganization of the Roanoke City Democratic Committee. The Precinct Captain must be a resident of their Precinct,

### **Basic Tasks of a Precinct Captain**

The Precinct Captain, like all RCDC positions, is a volunteer position. First and foremost, please remember to have fun! Each person will have their own level of commitment. Talk with the other Precinct Captains, your District Leader and the Officers of the RCDC for advice and help. The list provided is by no means encompassing of all things you can do, the list below is are basic items we will need your help with. In the event you are unable to complete the tasks, or you need help completing the tasks, please let your District Leader know.

- Reach out to Democratic Voting Members of your district for help to volunteer on Election Day. The volunteers do not need to be members of the RCDC.
- Maintain a list of volunteers for Election Day, which includes their name, contact information and how they will be assisting on Election Day
- Ensure all volunteers are aware of what their responsibility is on Election Day. Also, discuss the importance of friendly engagement and not to engage with disagreeable voters.
- Make sure volunteers have Precinct Captain and District Leader contact information
- Participate in monthly RCDC General Membership Meetings.
- Learn about your polling location including the entry and exit points and parking. You will also want to find the best location to have the volunteers establish the presence.
- Work with your District Leader for the best way to communicate on Election Day.