

# Senate Democratic Caucus Leadership Roles and Responsibilities

## Senate Democratic Leader

- Serve as point of contact for Senate operations
- Lead caucus policy and communications teams and workgroups
- Maintain open lines of communication with Majority Leader's office/staff, Senate President's office/staff, Chief Clerk, and Sergeant-at-Arms office
- Point of contact with Assembly Leadership
- Lead and coordinate legislative, message, and outreach strategy with ranking members, Senate Democrats, and key stakeholders
- Serve as point of contact for non-partisan service agencies
- Organize caucus special events (i.e. retreats, OTB meetings)
- Key point of contact with governor's office
- Coordinate Inauguration, State of the State, and Budget Address tickets
- Draft proactive legislation on behalf of caucus
- Work with Caucus Chair to draft caucus meeting agendas
- Provide digital training and support
- Manager and administrator of P:drive
- Track legislation through the committee and floor processes
- Serve as lead for amendment strategy and traffic on session days
- Oversee caucus appointments to committees, commissions, and boards
- Oversee caucus compliance with Open Records Laws

## Assistant Leader

- Assist with planning and management of caucus floor strategy, including amendments
- Track legislation through the committee and floor processes
- Monitor newly introduced bills and provide guidance when needed
- Lead on post mortems of floor session days
- Coordinate Senate Democratic Task Forces on various topics
  - Rural Issues, etc.
- Create template outreach plan for caucus
- Ensure all members have mailing schedules and meet deadlines for newsletters
- Create expectations and accountability system for ranking members
- Assist in creating and implementing caucus meeting strategy with Caucus Chair and Leader's office

### Caucus Chair

- Work with Leader's office to prepare caucus agendas
- Schedule caucuses and send caucus agendas
- Create and send out caucus minutes (i.e. vote summaries - VV vs. Roll Call)
- Manage the BART system and work with offices to ensure bill information is in the system before caucus meetings
- Track legislation through the committee and floor processes
- Assist in caucus floor strategy
  - Deputy Policy Director in Leader's office will assist in this effort
- Create and implement caucus meeting strategy with the Leader's office
- Track member attendance on session days and caucus meetings
- Work with Leader's office on caucus messaging
- Organize biennial caucus room seating chart

### Vice Caucus Chair

- Coordinate caucus "Sunshine Fund" for congratulations and condolences
- Schedule caucus social events for members (dinners, etc.)
- Recording and sharing attendance for caucus
- Assist Caucus Chair with caucus speaking list
- Assisting Caucus chair with logistics and operations during caucus meetings
  - In the absence of the Caucus Chair, help run caucus meetings
- Track legislation through the committee and floor processes

*Note: This is a starting point for the 2023-24 legislative session. These roles and responsibilities can change as we learn our leadership structure, strengths, and capacity. We will revisit this document throughout the session.*