



# Organizational Structure

Version 1.1



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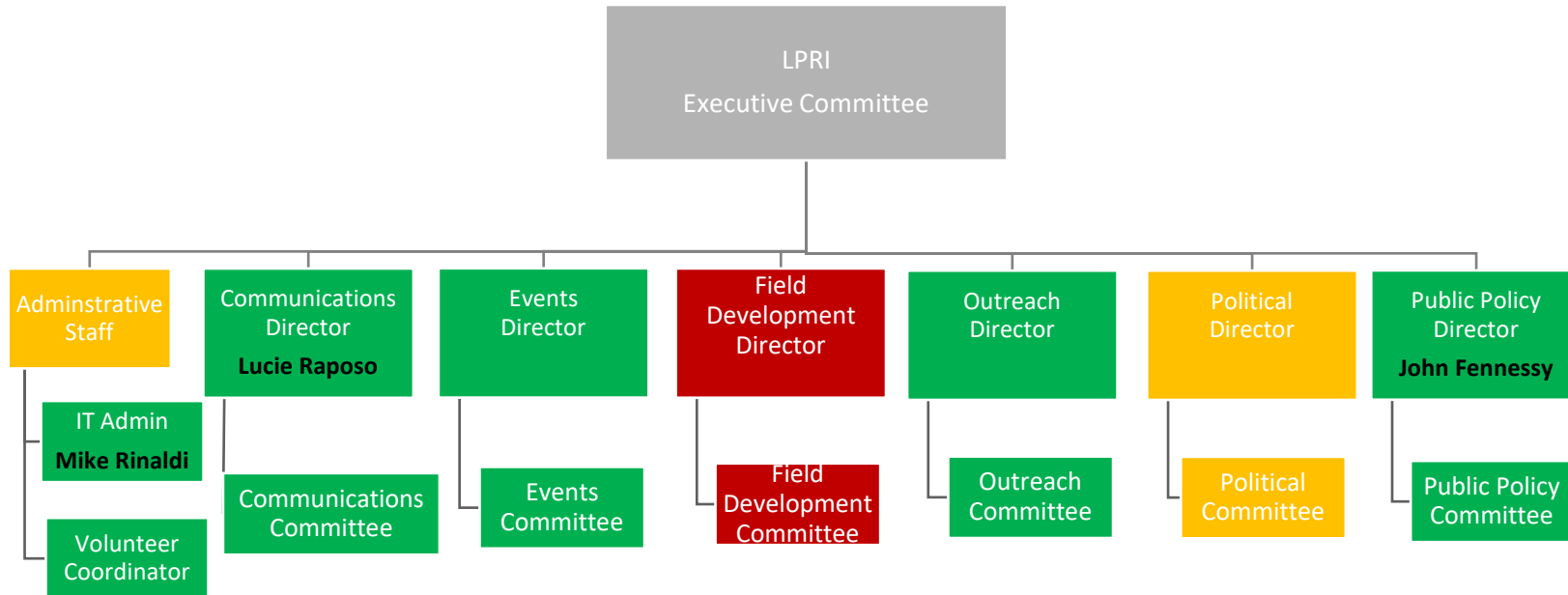
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LPRI Organizational Structure





# LPRI Organizational Chart



LEGEND	
	1 <sup>st</sup> Priority Positions
	2 <sup>nd</sup> Priority Positions
	3 <sup>rd</sup> Priority Positions
ABC	Interim/Acting
ABC	Appointed



## Administrative Staff

The Administrative Staff assists the Party in all administrative actions and day to day operations.

### Volunteer Coordinator

**Job Description:** The Volunteer Coordinator Is responsible for recruiting, managing, training, and scheduling volunteers in support of the LPRI's events and outreach efforts. The Coordinator will work closely with Committee Directors to identify volunteer needs and match the skills and talents of the people who have volunteered to help the LPRI, making the best use of the volunteers' energy, enthusiasm, and talent.

#### *Principal Accountabilities:*

1. Source and recruit volunteers through various means (databases, e-mail, social media, etc.).
2. Work closely with Committee Directors to provide volunteers where and when they are needed.
3. Collect information on volunteers' availability and skills.
4. Train volunteers, or arrange for training as needed, to ensure the purpose of the organization, the goal(s) of the event, tasks, actions, and expectations are clearly communicated.
5. Produce schedules for specific activities.
6. Coordinate teams of volunteers for large-scale actions.
7. Communicate frequently with volunteers to ensure they are satisfied and well-placed.
8. Keep detailed records of volunteers' information and assignments.
9. Create and maintain the operation policy in accordance with the LPRI Bylaws.
10. Attend the monthly Executive Committee meeting and report on volunteer status.

### Qualifications

- Highly collaborative attitude.
- Strong organizational and project management skills.
- Strong computer skills and familiar with MS Office programs, and Web based content management systems.
- Strong management/leadership skills, preferably with the ability to run a multifaceted team of specialized individuals.
- Sincere commitment to work with all constituent groups, including all other staff, Committee Directors, and volunteers.
- Self-starter, able to work independently, and be entrepreneurial.

### IT Administrator / Webmaster

**Job Description:** The IT Administrator manages and oversees the LPRI IT Infrastructure. IT Administrator is responsible for planning, development, and implementation of all technologies used by the Libertarian Party of Rhode Island. IT Administrator directs the efforts of the technologies used by the LPRI and develops technology strategies. IT Administrator is responsible for the maintenance, usability, and updating of the official LPRI Web site and other standalone initiatives and campaign Web sites. The Webmaster will integrate all technologies with the Web site and integration with social media.

#### *General responsibilities:*

- **Web site Development & Operations.** The IT Committee is responsible for all aspects of the development of the LPRI's Web presence.



- **Data Management.** The goal of data management is to aggregate, maintain/update, cleanse and append all databases.
- **Modeling.** The goal is to start forecasting different trends regarding politics within Rhode Island as well as campaign outcomes based on all available information.
- **Mobile Technologies.** The IT Committee will develop and deploy new mobile technologies.
- **Vendor Integration.** Work with service providers as needed to ensure that their technologies are integrated with the LPRI's technologies.
- **Interface with Committees.** The IT Administrator will work with Committees within the LPRI and provide training and guidance on the various systems and technologies that are in use and available.

#### *Principal Accountabilities:*

1. Develop, operate, and maintain of the Libertarian Party of RI's official Web site.
2. Administer organizational email and other digital communication tools.
3. Identify and implement innovative SEO strategies.
4. Monitor, analyze, and report site traffic.
5. Maintain the membership database program.
6. Manage server and site access rights and authorizations.
7. Recommend courses of action to maintain Web access and provide for future growth.
8. Provide input to IT procedures, standards, and policies.
9. Develop and maintain organizational IT and data security policy.
10. Identify, recommend, and prioritize new Web features and applications.
11. Attend the monthly Executive Committee meeting and report on IT status.

#### *Qualifications*

- Creation, editing and publishing using Web technologies such as; ASP, CSS, XML, HTML5, CSS/CSS3, JavaScript, AJAX, jQuery and PHP.
- External Web site and open source CMS and CRM systems.
- Knowledge of database administration, setup and configuration (MS SQL, MySQL).
- Understanding and implementation of ecommerce and shopping carts.
- Strong SEO background.
- Experience with developing for mobile platforms/devices.
- Experience and familiarity with commonly used design tools (i.e., Photoshop, Fireworks, Illustrator, etc.).
- Understanding of Web hosting setup and management of Web hosting platforms.
- Understanding of usability and user experience.
- Strong collaboration and written communication skills.
- Must be able to manage several projects effectively.
- Sincere commitment to work with all constituent groups including all other staff, board members, and volunteers.
- Self-starter, able to work independently, and be entrepreneurial.



## Communications Committee

The Communications Committee is responsible for communicating the policies, positions, and opinions of the Libertarian Party of Rhode Island to the public. This responsibility includes maintaining the content of the Web site, establishing and maintaining the LPRI social media presence, managing relationships with all media, and communicating with the party members.

Communications Committee general responsibilities:

- **Public Relations.** The Communications Committee is responsible for all aspects of the LPRI's public relations including, but not limited to, messaging, media relations, and membership communications.
- **Web Site Content, Blog and Newsletter.** Draft engaging language for all pages on the official Web site; manage the Blog and Newsletter.
- **Social Media Presence & Management.** The Communications Committee is responsible for maintaining and building a strong social media presence. This also includes targeting new demographics with the intent to build social media reach/following, and increasing audience.
- **Media and Press.** Maintain a database of all media outlets in Rhode Island as well as key national media outlets.
- **Interface with other Committees.** The Communications Committee will work with other committees within the LPRI and provide training, guidance, and support of their efforts and objectives.

## Positions

### Communications Director

**Description:** The Communications Director manages and oversees the Communications Committee. Communications Director is responsible for planning, developing, and implementing all the marketing communications, both external and internal. Communications Director oversees development and implementation of support materials and services in the area of communications. Communications Director directs the efforts of the marketing, communications, and public relations, and coordinates at the strategic and tactical levels with the other functions of the organization.

### *Principal Accountabilities:*

1. Establish and populate all necessary sub-committees, as well as recruit and appoint all leaders within the Communications Committee.
2. Mentor and lead all other members of the Communications Committee.
3. Develop, implement, and evaluate an annual communications plan.
4. Create and assess communications avenues to create momentum and awareness for measurable action.
5. Manage the content developed and disseminated through all print and electronic outlets including, but not limited to, newsletters, brochures, and the LPRI Web page and social media.
6. Ensure new and consistent information is disseminated through all party Committees.
7. Maintain a database and relationships with print, broadcast, and online media.
8. Manage all media contacts and outreach.
9. Create and maintain the Committee operation policy in accordance with the LPRI Bylaws.
10. Attend the monthly Executive Committee meeting and report on Committee status.

### *Qualifications*

- Highly collaborative attitude.
- Excellent writing, editing, and oral communication skills.
- Previous experience in public communications.



- Previous management/leadership experience, preferably running a multifaceted team of specialized individuals.
- Formal qualification in Communications, Public Relations, Marketing, or similar field.
- Experience using social media management tools.
- Experience with marketing plan generation and implementation.
- Sincere commitment to work with all constituent groups including all other staff, board members, and volunteers.
- Self-starter, able to work independently, and be entrepreneurial.





## Events Committee

The Events Committee is responsible for planning and implementing statewide events such as the LPRI state convention, monthly meetings, social and political events. In addition, the Events Committee works with the Outreach Committee to organize cross promotional opportunities with other organizations or public events where there is opportunity to promote the Libertarian Party of RI.

### *Events Committee general responsibilities:*

- **Events.** Responsible for planning all statewide events including, but not limited to, the state convention.
- **Maintain Vendor Relationships.** Identify and negotiate with vendors associated with event production.
- **Calendar of Events.** Maintain and update a database of all conferences, conventions, and LPRI events.
- **Event Sponsorship.** Work with external organizations to determine in which events the LPRI should participate and/or sponsor.
- **Event Promotion.** Work with the Communications and Outreach Committees to develop a promotion plan and strategy for events.
- **Training and Support.** Maintain and update a field manual on event production as well as train and support staff as needed.

## Events Director

*Job Description:* The Events Director manages and oversees the Events Committee. Their primary function is event planning and production for all LPRI events. The Events Director will work with other Committee Directors to support, plan, and coordinate. The Events Director will also work with other event organizers to negotiate sponsorship and joint events.

### *Principal Accountabilities:*

1. Manage all necessary sub-committees, as well as recruit and recommend to the Executive Committee appointment of all leaders within the Events Committee.
2. Mentor and lead all other members of the Events Committee.
3. Develop, implement, and maintain an annual events plan.
4. Oversee all administrative functions of events to include planning, promotion, and execution.
5. Maintain efficient record-keeping systems, including databases, budgets, etc.
6. Build and maintain a database of event locations, vendors and service providers that will support the organizations event efforts.
7. Maintain and publish the LPRI public calendar of events.
8. Create and maintain the Committee operation policy in accordance with the LPRI Bylaws.
9. Attend the monthly Executive Committee meeting and report on Committee status.

### *Qualifications*

- Experience in event planning and production.
- Strong leadership and organizational skills
- Previous management/leadership experience, preferably running a multifaceted team of specialized individuals.
- Sincere commitment to work with all constituent groups including all other staff, board members, and volunteers.
- Self-starter, able to work independently, and entrepreneurial.



## Field Development Committee

The Field Development Committee is responsible for establishing, developing, and maintaining Congressional District (CD)-level affiliates, which shall mirror and augment existing Party Committees at the CD level. This includes training affiliates on best practices, and providing necessary logistical support. Additionally, they will assist in training and supporting CD affiliates on successful event planning techniques and strategies.

### *Field Development Committee general responsibilities:*

- **Develop CD Affiliates.** Re-affiliate and develop CD Libertarian Party affiliates.
- **Training and Support.** Provide training and support to CD affiliates to create a sustaining party.
- **Candidates.** Support local candidates and local issues.
- **Membership.** Assist the CD affiliates increase overall party membership.

## Positions

### Field Development Director

**Job Description:** The Field Development Director will assist local groups in organizing new affiliates and promoting the health and longevity of established affiliates. The Field Director may also work with state wide and national LP candidates.

### *Principal Accountabilities:*

1. Establish and populate all necessary sub-committees, as well as recruit and appoint all leaders within the Field Development Committee.
2. Mentor and lead all other members of the Field Development Committee.
3. Identify Congressional District (CD) leaders and establish Libertarian CD affiliates.
4. Communicate and support CD Chairs and Officers to assist them with growing their Libertarian affiliate.
5. Acting as a liaison between CD affiliates and the state affiliate.
6. Maintain a profile on each CD affiliate and monitor growth.
7. Develop, implement, and evaluate a Field Development Committee policy.
8. Draft a plan for the state to affiliate all CDs.
9. Oversee the drafting and publishing of the Field Development Committee field manual.
10. Attend the monthly Executive Committee meeting and report on Committee status.

### *Qualifications*

- Strong networker with business development skills.
- Experience building organizations/businesses.
- Personable, professional, and amiable attitude.
- Experience in project management and great time management skills.
- Ability to handle multiple high stress assignments.
- Sincere commitment to work with all constituent groups including all other staff, board members, and volunteers.
- Self-starter, able to work independently, and be entrepreneurial.



## Outreach Committee

The Outreach Committee is responsible for grassroots-level contact between the LPRI and the public. These responsibilities include maintaining useful contacts and coordination with student organizations, recruiting key demographics into the party (building membership), identifying potential coalitions with groups of similar mission or philosophical affinity, and coordinating outreach events in partnership with the Events Committee.

### *Outreach Committee general responsibilities:*

- **Campus Building.** Work with partisan (College Libertarians) and non-partisan (Young Americans for Liberty, Students for Liberty, etc.) to set up additional chapters throughout the state.
- **Target New Demographics.** Identify and target new demographics which would have a high likelihood to be interested in the Libertarian Party.
- **Coalition building.** One of the most important aspects of politics is having good relationships with other organizations. Work with organizations that are niched to specific issues that are aligned with the party platform such as gun rights, pro-legalization, etc.
- **Networking.** Frequent networking events and interact with other professionals and groups.
- **Civic Engagement.** Increasing voter registration.
- **Grass-root Event Organizing.** Organize city council, state house, and other rallies.

## Positions

### Outreach Director

**Job Description:** The role of the Outreach Director is to provide education and awareness of our party and its platform to the public and to organizations with common goals. Additionally, they will provide leadership, training, and mentoring to county parties and draft the Outreach Committee Field Manual.

### *Principal Accountabilities:*

1. Establish and populate all necessary sub-committees, as well as recruit and appoint all leaders within the Outreach Committee.
2. Mentor and lead all other members of the Outreach Committee.
3. Develop, implement, and evaluate an annual outreach plan and policy.
4. Manage, motivate and oversee activists within the Libertarian Party.
5. Oversee all grass-root activism.
6. Collaborate and work with the Volunteer Coordinator and Events Committee.
7. Develop and maintain relationships with other organizations in the community.
8. Create and maintain the Committee operation policy in accordance with the LPRI Bylaws.
9. Attend the monthly Executive Committee meeting and report on Committee status.

### *Qualifications*

- Strong networker with business development skills.
- Experience in event planning and organizing.
- Previous management/leadership experience, preferably running a multifaceted team of specialized individuals.
- Sincere commitment to work with all constituent groups including all other staff, board members, and volunteers.
- Self-starter, able to work independently, and be entrepreneurial.



## Political Committee

The Political Committee is responsible for recruiting and training Libertarian candidates for public office. This includes working with volunteers and maintaining a list of all elected and appointed offices. The Political Committee provides support to candidates such as assistance with filing the proper paperwork and assisting campaign strategy.

Political Committee general responsibilities:

- **Candidates.** Recruit candidates to run for office and train candidates to run successful and effective campaigns. Political Committee will maintain a database of all Libertarian candidates.
- **Placing Volunteers.** Works with the Volunteer Coordinator to identify and place Libertarians who are interested in working on campaigns.
- **Database of Offices.** It is important that LPRI knows all offices available, when they are available, and how to qualify or run for each office. The Political Committee will maintain a database of all elected and appointed offices.
- **Situational Awareness.** Stay on top of media and current events and distribute that information to candidates so they and LPRI are properly informed and can react appropriately.

Positions:

### Political Director

**Description:** This position has two primary roles:

1. Identify and train candidates to run for office.
2. Work with the Communications Committee to draft messaging and communications each election cycle.

*Principal Accountabilities:*

1. Establish and populate all necessary sub-committees, as well as recruit and appoint all leaders within the Political Committee.
2. Mentor and lead all other members of the Political Committee.
3. Develop, implement, and evaluate an annual candidate recruitment plan.
4. Recruit and train candidates to run for office as a Libertarian.
5. Maintain and publish a database of all appointed and elected offices.
6. Create and maintain the Committee operation policy in accordance with the LPRI Bylaws.
7. Attend the monthly Executive Committee meeting and report on Committee status

*Qualifications*

1. Highly collaborative attitude.
2. Ability to recruit Candidates and team members.
3. Excellent writing/editing and verbal communication skills
4. Previous management/leadership experience, preferably running a multifaceted team of specialized individuals.
5. Sincere commitment to work with all constituent groups including all other staff, board members, and volunteers.
6. Self-starter, able to work independently, and be entrepreneurial.



## Public Policy Committee

The Public Policy Committee shall be responsible for developing and maintaining interactions between the Libertarian Party and elected government officials, as well as tracking the results of interactions to help shape candidacy strategy. The Public Policy Committee shall also be responsible for ensuring that the LPRI input is provided for key legislation and initiatives when and where possible.

### *Public Policy Committee general responsibilities:*

- **Work with Elected and Appointed Officials.** Build relationships with city and town councilors, state senators and representatives, US representatives and senators, as well as respective staff.
- **Profiles.** Maintain records on each elected official to include their issues, their financial backers, and their voting history.
- **Legislation.** Review and analyze all bills to determine which pieces of legislation are favorable to the Libertarian Party and core principles. Author bills and identify co-sponsors for proposed legislation.
- **Lobbying.** Have a presence at the state house to push policy in a libertarian direction.

## Positions

### Public Policy Director

**Job Description:** The Public Policy Director manages and oversees the Public Policy Committee. Their primary functions are to build relationships for the LPRI with elected and appointed officials, and to review legislation. Additionally, the Public Policy Director will provide leadership, training, and mentoring to Congressional District parties and draft the Public Policy Committee field manual.

### *Principal Accountabilities:*

1. Establish and populate all necessary sub-committees, as well as recruit and appoint all leaders within the Public Policy Committee.
2. Mentor and lead all other members of the Public Policy Committee.
3. Develop and maintain relationships with elected and appointed officials in Rhode Island.
4. Track and review all legislation in Rhode Island and determine which bills the LPRI will oppose and which LPRI will support.
5. Develop, implement, and evaluate a public policy plan.
6. Maintain a profile on each elected and appointed official.
7. Collaborate and work with the Outreach Committee.
8. Draft a plan for the state to work together with the Congressional District affiliates to develop similar programs on the local level.
9. Oversee the drafting and publishing of the Public Policy Committee field manual.
10. Create and maintain the Committee operation policy in accordance with the LPRI Bylaws.
11. Attend the monthly Executive Committee meeting and report on Committee status.

### *Qualifications*

- Strong networker with business development skills.
- Experience with legislation (drafting and review).
- Experience working with elected officials and their staff.
- Sincere commitment to work with all constituent groups including all other staff, board members, and volunteers.
- Self-starter, able to work independently, and be entrepreneurial.



## Revision History

Revision History			
Version	Description	Initials	Date
1.0	Approved and adopted by the LPRI Executive Committee	MPR	7/17/2017
1.1	Minor grammatical edits by Comms Director Lucie Raposo	MPR	10/08/2017