



LPNY Divisional Structure

Version August 1, 2017

I. Introduction

- A. The purpose of this document is to organize the Libertarian Party of New York into five divisions, which is basically a category that groups certain tasks and projects. The structure will be the basis for which all committees are organized under.
- B. The purpose of the Divisional Structure is to establish an organized infrastructure for the Libertarian Party of New York, so it can carry out its functions.

II. Divisional Structure Outline

The following is an outline of the Divisional Structure.

- 1. Administrative Division
 - a. Administrative Committee
 - i. Training & Support Subcommittee
 - ii. Legal Subcommittee
 - iii. Volunteer Subcommittee
 - iv. IT Subcommittee
 - v. Strategic Planning Subcommittee
 - vi. Historical Subcommittee
- 2. Communications Division
 - a. Communications Committee
 - i. Social Media Subcommittee
 - ii. Issues & Platform Subcommittee
 - iii. Media & Press Subcommittee
- 3. Outreach Division
 - a. Outreach Committee
 - i. Organizing Subcommittee
 - ii. Chapter Development Subcommittee
 - iii. Youth Outreach Subcommittee
- 4. Political Division
 - a. Political Committee
 - i. Ballot Access & Petitioning Subcommittee
 - ii. Candidate Recruitment Subcommittee
 - iii. Candidate Support Subcommittee
 - iv. Vetting Subcommittee
- 5. Finance Division
 - a. Finance Committee
 - i. Budget Subcommittee
 - ii. Fundraising Subcommittee

III. Divisional Structure Infographic

STATE COMMITTEE

Divisions	People	Subcommittees
Administrative	Director	<ol style="list-style-type: none"> 1. Training & Support 2. Legal 3. IT 4. Volunteer 5. Strategic Planning 6. Historical
	General Committee	
	Positions	
Communications	Director	<ol style="list-style-type: none"> 1. Social Media 2. Issues & Platform 3. Media & Press
	General Committee	
	Positions	
Political	Director	<ol style="list-style-type: none"> 1. Ballot Access & Petitioning 2. Candidate Recruitment 3. Candidate Support 4. Vetting
	General Committee	
	Positions	
Outreach	Director	<ol style="list-style-type: none"> 1. Organizing 2. Chapter Development 3. Youth Outreach
	General Committee	
	Positions	
Finance	Director	<ol style="list-style-type: none"> 1. Budget 2. Fundraising
	General Committee	
	Positions	

IV. General Overview

A. Divisions

Divisions are described as the following:

1. A category with a set of responsibilities to carry out different tasks for the LPNY.
2. Headed by a Divisional Director, which is a cabinet-level position.
3. Comprised of a General Committee (a team with members that have skills for that division)
 - a. The Divisional Director will chair the General Committee.
4. Divisions may have additional subcommittees for specialized tasks.
5. Divisions shall work with each other to carry out different aspects of party projects.

B. Division Directors

1. Each division is headed by a "Division Director," which is a cabinet-level position
2. Appointment of Division Directors
 - a. Division Directors are appointed by the State Chair.
 - b. Following their appointment by the State Chair, Division Directors must be approved by the State Committee.
 - c. Each new incoming chair may appoint new Division Directors
 - d. The State Committee shall have the power to fill vacancies of Division Director seats.
3. Responsibilities of Division Directors
 - a. Leading their division and populating the division's subcommittees and positions
 - b. Carrying out the tasks for which their division is responsible
 - c. Reporting to the State Committee on the activities within their Division.
 - d. Presenting motions on behalf of their Division for matters, which require a vote of the State Committee.
 - e. Submitting a budget to the Finance Division.
 - f. Overseeing the approved budget for the division and approving expenditures within the approved budget.
4. Division Directors have the following abilities:
 - a. Populating the General Committee
 - b. Creating and appointing positions (with State Committee approval)
 - c. Creating and populating subcommittees within their division (with State Committee approval)
5. Dismissal of Division Directors
 - a. Division Directors may be dismissed by a majority vote of the State Committee.

C. Rules for Committees and Subcommittees

1. All LPNY members are eligible to be on any committee or serve as Division Director.
2. At least one State Committee member must be on each committee.
3. Committees have the power to appoint members and fill vacancies.
4. All committees and subcommittees listed in this document are authorized to be filled when needed.

V. Descriptions of Divisions

The following are the proposed 5 divisions and their descriptions:

- **A. Administrative Division** – responsible for the day-to-day operations of the Libertarian Party of New York. These operations shall include training and support, record keeping, maintaining policies, and procedures, technology, managing volunteers, and legal support for the Libertarian Party of New York.
- **B. Communications Division** - responsible for communicating the policies, positions, and opinions of the Libertarian Party of New York to the public at large. This includes maintaining the content of the website, managing and maintaining the social media presence, managing relationships with all media and press and communicating with the members of the party.
- **C. Outreach Division** – responsible for grassroots-level contact between the Libertarian Party of New York and the public at large. These responsibilities shall include maintaining useful contacts and coordination with student organizations, recruiting key demographics into the Libertarian Party, developing contacts with other grassroots-level organizations, and establishing county chapters for the Party. The Outreach Division will organize grass-root events such as attending meetings and gathering signatures for petitions. For the event aspect, the division is responsible for planning and implementing statewide events such as the state convention, monthly social events, and organizing political events. The Events Division will identify and work with conventions, conferences, and events throughout New York. Additionally, the Events Division will assist in training and supporting county Libertarian parties on successful event planning techniques and strategies.
- **D. Political Division** - responsible for recruiting and training Libertarian candidates for public office. This shall include working with volunteers and maintaining a list of all elected and appointed offices. The Political Division shall provide support to Candidates such as assistance with filing the proper paperwork, and assisting campaign strategy, and managing petitions. The Political Division will also support the Libertarian Party Presidential nominees.
- **E. Finance Division** – responsible for creating a budget and developing ideas to raise funds and implement those ideas.

VII. Division Responsibilities, Committees, and Positions

A. Administrative Division

1. Responsibilities

- **a. Vetting** - whether it is employees (in the event that the LPNY grows and we may need these positions or other roles), **or** volunteer positions.
- **b. Training & Support** - developing methods for training and supporting other divisions and members of those divisions
- **c. Legal Committee** - assists with election Laws, leadership standards, ballot access, liabilities, contracts, and employment law.
- **d. Institutional Knowledge** - responsible for maintaining institutional knowledge of the LPNY to include, but not limited to: job descriptions for each position within the organization, policies for each division, glossary of terms, field manuals (Guides and Handbooks), and transitions (passing the torch).

2. Specialized Subcommittees

- **a. Training & Support Subcommittee** - develops curricula to train and support each Division including course development and online education.
- **b. Legal Subcommittee** - responsible for assisting with election and ballot access laws, leadership standards, liabilities, contracts and employment law.
- **c. Volunteer Subcommittee** - responsible for recruiting and maintaining relationships with volunteers, maintain and update a field manual for volunteers, manage and place volunteers where they best fit, and work with political campaigns to place volunteers.
- **d. IT Committee** – responsible for all aspects of technology in the LPNY including website operations, data management, technology services (such as Grasshopper and Webex), and working with other divisions in the party that need technological resources.
- **e. Strategic Planning Subcommittee** – responsible for creating the plans/goals for the Libertarian Party of New York.
- **f. Historical Subcommittee** – responsible for preserving the history of the Libertarian Party of New York.

3. Positions

- **a. Administrative Director**

B. Communications Division

1. Responsibilities

- **a. Public Relations** - responsible for all aspects of the LPNY's public relations including, but not limited to: messaging, media relations and membership communications.
- **b. Website Content, Blog & Newsletter** - draft engaging language for all pages on the official website. The Communications Division manages the LPNY Blog and Newsletter.
- **c. Social Media Presence & Management** - responsible for maintaining and building a strong social media presence. This also includes targeting new demographics with the intent to build our social media reach/following and increasing our audience. This includes managing the social media accounts of Libertarian Party of New York and appointment of account administrators.
- **d. Media & Press** - Maintain a database of all media outlets in New York as well as key national media outlets, and the creation of press releases.

2. Specialized Subcommittees

- **a. Social Media Subcommittee** - responsible for maintaining and building a strong social media presence and strategy to increase the social media reach/following of our audience.
- **b. Issues & Platform Subcommittee** - will identify Libertarian positions on current issues and develop the platform for the Libertarian Party of New York.
- **c. Media and Press Subcommittee** - maintain a database of all media outlets and key journalist throughout New York as well as key national media outlets. Maintain relationships with key journalists.

3. Positions

- **a. Communications Director**

C. Outreach Division

1. Responsibilities

- **a. 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.
- **b. Target New Demographics** - Identify and target new demographics who would have a high likelihood to be interested in the Libertarian Party.
- **c. 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.
- **d. Networking** - frequent networking events and interact with other professionals and groups.
- **e. Civic Engagement** - increasing voter registration.
- **f. Counties** - establish and build county chapters throughout the state.
- **g. Grass-root Event Organizing** - Organize City Council, County Commission and other rallies.
- **h. LPNY Events** - Responsible for planning all statewide events including, but not limited to, the state convention.
- **i. Maintain Vendor Relationships** - Identifying and negotiating with vendors associated with event production.
- **j. Calendar of Events** - maintain and update a database of all conferences, conventions and events throughout the state.
- **k. Event Sponsorship** - work with organizations to determine which events we will participate in and/or sponsor.
- **l. Training and Support** - maintain and update a field manual on event production as well as train and support county parties.

2. Subcommittees

- **a. Organizing Subcommittee** - Determine which events we want to attend, develop ideas for rallies, and act as the "watch dog" for New York. Also works on managing and organizing events, including the annual state convention.
- **b. Chapter Development Subcommittee** - responsible for identifying potential county chapter leaders by seeking and vetting TCCs and supporting the formation of county-level parties.
- **c. Youth Outreach Subcommittee** - responsible for outreach to students across the state.

3. Positions

- **Outreach Director**

D. Political Division

1. Responsibilities

- **a. Candidates** - Recruiting and vetting Candidates to run for office and training Candidates to run successful and effective campaigns. They will maintain a database of all Libertarian Candidates.
- **b. Placing Volunteers** - Identifying and placing Libertarians who are interested in working on campaigns.
- **c. Database of Offices** - It is important that we know all offices available, when they are available and how to qualify or run for each office. The Libertarian Party of New York will maintain a database of all elected offices and appointed offices on the website.
- **d. Situational Awareness** - Staying on top of media and current events and distributing that to Candidates so we are in the know and can react appropriately.

2. Subcommittees

- **a. Ballot Access & Petitioning Subcommittee** – responsible for creating, organizing, and distributing petitions
- **b. Candidate Recruitment Subcommittee** – responsible for finding candidates
- **c. Candidate Support Subcommittee** – responsible for supporting candidates, providing resources, etc.
- **d. Vetting Subcommittee** – responsible for the vetting of candidates not covered by a chapter.

3. Positions

- **a. Political Director**

E. Finance Division

1. Responsibilities

- **a. Budget.** Create an annual budget by determining how much money to allocate to divisions and to party functions (events, petitioning, lawsuits, etc.) to be submitted to the state committee for approval.
- **b. Fundraising.** Coming up with fundraising ideas and implementing those campaigns.
- **c. Interface with other divisions.** Work with other divisions to determine where funds should be allocated.

2. Subcommittees

- **a. Budget Subcommittee.** Committee for creating an annual budget
- **b. Fundraising Subcommittee.** Committee for coming up with fundraising ideas and implementing them

3. Positions

- **a. Finance Director**