



# 5<sup>th</sup> Congressional District

## Vacancy Announcement: 5<sup>th</sup> CD Affirmative Action Member (Male)

Send applications and/or resumes to: Oklahoma Democratic Party  
 5<sup>th</sup> Congressional District (Attn: John Bilbury)  
 3700 N Classen Blvd  
 Oklahoma City, OK 73118

Date	Application deadline 5pm July 25, 2019, all applications must arrive by the deadline.
Title	5 <sup>th</sup> Congressional District Affirmative Action Member (Male)
Location	Oklahoma County, Seminole County and Pottawatomie County
Summary	The 5 <sup>th</sup> Congressional District Affirmative Action (Male), advises the 5 <sup>th</sup> Congressional District Central Committee on matters related to the participation of minorities and underrepresented classes of voters associated with the 5 <sup>th</sup> Congressional District. Support the Bylaws and Constitution of the Oklahoma Democratic Party and insure civil rights are protected. In procedural matters not otherwise specified, all meetings are governed by the latest edition of Roberts Rules of Order.
Description	<p>The 5<sup>th</sup> Congressional District Affirmative Action Member (Male) shall:</p> <ul style="list-style-type: none"> <li>- Encourage groups underrepresented in the Oklahoma Democratic Party organization to participate in Party meetings, elections and events.</li> <li>- Prepare an annual budget and a fundraising plan to finance the activities of the committee.</li> <li>- Work with officers and committees of the Oklahoma Democratic Party at all levels to implement the committee's plans and achieve the committee's goals.</li> <li>- Coordinate the committee's activities with the State Central Committee through the committee's delegates on the State Central Committee.</li> <li>- Publicize the time and place of Democratic Party meetings through appropriate media to reach target groups.</li> <li>- Inform target groups of the procedures for selection of Democratic Party officials at all levels and the qualifications required of candidates for those offices, and such other Party rules and procedures as the committee deems appropriate.</li> <li>- Prepare and distribute such materials the committee may deem appropriate to achieve its goals.</li> <li>- Conduct seminars and workshops to train and educate target groups and Party officials.</li> <li>- Act as the affirmative action committee under future Oklahoma Delegate Selection Plans, draft the affirmative action sections of the Oklahoma Delegate Selection Plan for submission to the State Central Committee and implement said affirmative action plan.</li> <li>- Encourage persons to register and vote as Democrats.</li> </ul>
Resume Format	<p>Resume must include:</p> <ul style="list-style-type: none"> <li>- Your Contact Information.</li> <li>- Career Summary (optional)</li> <li>- Experience.</li> </ul>



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	<ul style="list-style-type: none"><li>- Education.</li><li>- Skills. Include skills related to leadership and organization, such as leading meetings, organizing events, working political activities; additional but not required such as computer skills or language skills.</li></ul>
<b>Application</b>	
Name	
Address	
Email	
Phone	
Career overview	
Political Experience (include job title duties and responsibilities)	
Education	
Awards/Achievements	