**District Captain Responsibilities**

**Convention of States Ohio is structured into 6 Regions, each led by a Regional Captain.**

**What is a Convention of States Regional Captain responsible for?**

* Recruiting, Enabling, and Motivating District Captains
* Ensuring new District Captains are trained by the Regional Grassroots Coordinator
* Building upon relationships with State Representatives and Senators

**What is a Convention of States District Captain responsible for?**

* + Developing a Relationship with State Representative and Senator
	+ Recruiting, enabling and motivating a “Core Volunteer” team, including a Co-District Captain

**Weekly tasks for District Captains (check 2 to 3 times Every Week)**

1. Check the FollowUp Tool (FUT) and welcome new people with a phone call to open dialog and get to know them
2. Check COS emails
3. Check Slack workspaces for communications and Calls-To-Action

**Monthly or Bi-Monthly tasks for District Captains**

1. Attend Regional Captain Meetings or Zoom calls to discuss Regional/District goals
2. Call, write, or meet with your State Representative or Senator, per Regional guidelines
3. Maintain a ‘Core Volunteer’ list
4. Hold a district ‘meet and greet’ or attend a COS event with a guest
5. Follow up by phone/text/email with inactive volunteers
6. Submit Action Reports for all COS work you do

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