



New Haven Democracy Fund

"To ensure that all the citizens of New Haven have a fair and meaningful opportunity to participate in the election of mayor."
New Haven Code of General Ordinances, Chapter 2, Article XI, §2-821 • Established in 2007 • democracyfund@newhavenct.net



City of New Haven Democracy Fund Administrator

Scope of Services

The Administrator of the Democracy Fund ("The Administrator") duties and responsibilities are as follows:

- The Administrator shall be an independent contractor and shall not be an employee of the City.
- Subject to appropriate policy guidance from the Democracy Fund Board ("The Board"), the Administrator shall be responsible for the day-to-day operation and general administration of the Democracy Fund, including:
 - a) the public matching funds system,
 - b) the public financing grant,
 - c) contribution limitations,
 - d) voluntary expenditure ceilings,
 - e) the auditing of candidate financial reports and statements, and
 - f) the proposing of recommendations for the determination and resolution of complaints brought before the Board.
- The Administrator shall provide day-to-day supervision of the Investigator selected by the Board, when appropriate.
- The Administrator is also responsible, subject to the Board's approval, for drafting all standardized administrative forms and documents, including the candidate contract, forms for requests for public matching funds and a schedule for issuing matching funds or public financing grants to participating candidates.
- The Administrator must certify a candidate's eligibility for public matching funds or for public financing grants, and shall issue to the City Treasurer requests for disbursement of funds to eligible candidates.
- The Administrator will assist the Board with all other tasks related to the management of the Democracy Fund, as assigned by the Board.
- The Administrator shall issue press releases and undertake public education and outreach efforts to explain the rationale and the operation of the Democracy Fund.

- The Administrator will serve as a clerk to the Board, arranging for and posting notices of its meetings, attending Board meetings, and posting minutes of its meetings.
- The Administrator is anticipated to work about 10-15 hours per week during the election campaign season, and about 0-7 hours per week otherwise.
- The Administrator may perform her work at any time of the day or evening.
- The Administrator may work from any location and will not be provided with office space by the City. The Administrator should be reachable by telephone during at least several hours of each weekday.
- The Administrator is expected to perform the full extent of her duties to the satisfaction of the Board.
- The Administrator's services are paid as described in the Administrator's contract, renewed annually by the board.