

## Team Leader Responsibilities

1. Get trained. See team leader training manual.
2. Serve on prior teams or have a Polcom chair as a mentor for the 1<sup>st</sup> time as leader

## Timeline and duties

1. July (before endorsement interview)
  - a. Recruit team members. 2 minimum. Must be SC members
  - b. Recruit a host or find location to hold interviews
  - c. Review generic questionnaire. (hopefully with team members).
  - d. Decide if any city specific questions are needed.
  - e. Add 1-3 city specific questions to questionnaire.
  - f. Contact city clerk to get contact info for all candidates.
  - g. Agree with team members on interview date and location (Don't schedule on a night when there are city council meeting or other commission meetings of candidates)
  - h. Research race enviro issues and candidate background
  - i. Begin working on oral interview questions. 3-6 is usually enough. This Can be done closer to interview day
2. Closing day (Aug 10<sup>th</sup> or 15<sup>th</sup>)
  - a. Email questionnaire and cover letter to all candidates. Cover letter includes interview date. Give candidates 7+ days to complete and return questionnaire.
  - b. Next day, follow-up with phone call to any candidates who have not yet confirmed getting the questionnaire
3. Aug 10-20<sup>th</sup>
  - a. As candidate return questionnaires, forward to team members.
  - b. Finalize oral interview questions.
4. Interview night Aug 20-30<sup>th</sup>
  - a. Get to interview site with team members 30min before 1<sup>st</sup> candidate to finalize who will ask which questions.
  - b. Keep candidates from hearing each others answers.
  - c. After last candidate leaves, reach endorsement decisions.
5. NLT Sept 1<sup>st</sup> (sooner if possible)
  - a. Complete endorsement form for each race. Send to team members for review.
  - b. Finalize endorsement form. Send to excom
6. Sept 4<sup>th</sup>
  - a. Attend or call in to excom meeting to answer questions about endorsement recommendation.
7. Sept 5-14<sup>th</sup>
  - a. Write up candidate notification emails (endorsed or not) so they can be sent out on Sept 15<sup>th</sup>
  - b. Write LP endorsement article.
8. Sept 15<sup>th</sup>

- a. Send out letters to candidates
- 9. Post Sept 15<sup>th</sup>
  - a. Encourage SC members to help candidate (lawn signs, precinct walk, phone bank, Etc)
- 10. Election night Nov 6th
  - a. Attend candidate election night party if there is one.