Team Leader Responsibilities

2. Serve on prior teams or have a Polcom chair as a mentor for the 1st 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 10th or 15th)
   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 10-20th
   a. As candidate return questionnaires, forward to team members.
   b. Finalize oral interview questions.

4. Interview night Aug 20-30th
   a. Get to interview site with team members 30min before 1st 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 1st (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 4th
   a. Attend or call in to excom meeting to answer questions about endorsement recommendation.

7. Sept 5-14th
   a. Write up candidate notification emails (endorsed or not) so they can be sent out on Sept 15th
   b. Write LP endorsement article.

8. Sept 15th
a. Send out letters to candidates

9. Post Sept 15th
   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.