

Roles and Responsibilities of an Elections Team

Campaign Manager	<ul style="list-style-type: none"> ▪ Overall campaign strategy and tactics ▪ Staff supervision and development ▪ Budget control and fundraising ▪ Decision-making ▪ Evaluation ▪ Arranging for clerical support ▪ Collecting nomination signatures ▪ Fills in where needed ▪ Spots and develops new talent ▪ Ensuring records are kept/thank you's are don't ▪ Adherence to Election Act ▪ Post election record storage
Sign Chair	<ul style="list-style-type: none"> ▪ Sign production ▪ Recruiting the sign crew ▪ Keeping sign records ▪ Sign erection ▪ Sign maintenance ▪ Sign removal
Official Agent	<ul style="list-style-type: none"> ▪ Knowing and enforcing the Election Act ▪ Working with returning officer ▪ Highlighting and maintaining deadlines ▪ Budget control ▪ Filing nomination papers ▪ Delivering financial reports ▪ Preparing official receipts ▪ Paying bills
Fundraiser	<ul style="list-style-type: none"> ▪ Recruiting workers ▪ Training workers ▪ Supervising workers ▪ Asking for money ▪ Developing a fundraising budget ▪ Setting fundraising goals ▪ Record keeping
Media Organizer	<ul style="list-style-type: none"> ▪ Develop a good relationship with media ▪ Write media releases ▪ Oversee leaflets ▪ Maintain a media contact book ▪ Research ad rates ▪ Take photos or arrange for them to be taken ▪ Arrange media events
E-Day Organizer	<ul style="list-style-type: none"> ▪ Recruiting workers ▪ Assigning workers ▪ Preparing kits ▪ Preparing marked lists ▪ Knowing Elections Act ▪ Training workers ▪ Giving clear instructions ▪ Record keeping ▪ Organizing the victory party

***These are only suggestions for a Campaign team. You can have more positions*
*or one person can do more then one job***