

REGIONAL COORDINATORS

Mission

The Regional Coordinator shall direct the administration of regional political activities under the direction of the Vice President/Political Action Officer. Search out talent for prospective candidacy and keep communication open.

Roles and Responsibilities (between elections)

- Report to VP, Political Action up to 4x per year with an overview of your region.
- Use content management systems to record all relevant information and data to build institutional memory and reduced the impact of volunteer turnover.
- Enable the establishment of Electoral District Associations (EDAs)
- Recruit and train riding volunteers.
- Participate in the planning and execution of fundraising activities and publicity events
- Explore and expand the political network at the regional level.
- Participate in the development of region-specific strategies for communication, campaign strategy, recruitment
- Host and promote regional caucus meetings at specified intervals.
- Be election-ready in the event of a by-election in your region (up to six months to prepare)

Roles and Responsibilities (leading up to, during, and after general elections)

- Report and meet with VP, Political Action monthly in the year leading up to an election.
- Report and meet weekly (or more often if you deem it necessary) in the 8 weeks ahead of an election, or when the writ is drawn up.
- Ensure riding candidates are suitable, available, capable, and willing.
- Ensure that members and volunteers are matched with candidates in their respective ridings.
- Pursue and receive weekly progress reports from candidates concerning fulfillment of Elections Canada's ballot nomination requirements in compliance with the deadline.
- Follow up with candidates who are not communicating adequately by their own initiative.
- To act as an intermediary in forwarding public inquiries (from the main website - NationBuilder) to the relevant candidates.
- Ensure candidates submit required candidate returns to Elections Canada within six months of election date (this applies to by-elections and general elections).

Success Criteria

- Regular communication with the Regional Director and VP, Political Action.
- Maintain a record of initiatives, projects, and communications for the riding.
- Ridings within the region have strong member and volunteer representation.
- Candidates are nominated and vetted for by-elections and general elections.
- Candidates complete all Elections Canada paperwork before the nomination deadline.
- Candidates complete their candidate returns within six months of election date.