

## Regional Coordinator | Role Description

Regional Coordinators are critical to the organizational structure of the People's Party of Canada. A Regional Coordinator is the point person for National Headquarters in a given region and acts as the intermediary between a set of Electoral District Associations and NHQ. Regional Coordinators have a wide range of responsibilities including: answering basic questions from members and EDAs in your jurisdiction, acting as a mediator or fixer to help solve local disputes, and coordinating EDAs in your jurisdiction to launch local initiatives. More details on the responsibilities associated with this position are included below.

Regional Coordinators are provided with a jurisdiction — a set of EDAs for which they are responsible — by National Headquarters. A jurisdiction can consist of anywhere between 10-40 ridings depending on the density of ridings in your region/province, and other factors.

Regional Coordinators are volunteers appointed by National Headquarters and are expected to act in the best interest of the People's Party of Canada. If a Regional Coordinator's behaviour is deemed counter to this expectation, he/she may be removed from the position.

### Roles & Responsibilities

- Ensure the stability and proper function of EDA Boards in your jurisdiction
  - Ensure proper procedure is followed when replacing an Executive Officer
  - Ensure the EC 20380 form is completed properly, submitted, and HQ's records are updated
- Provide general support and leadership to EDAs in your jurisdiction by email, phone, and video calls, including being present in person when possible
  - Answering questions from members and EDA Executives/Directors
  - Suggest strategies that have succeeded in other EDAs in your jurisdiction
  - Pass on problems to National HQ when necessary
- Coordinate EDAs for local events/initiatives. - Share successful ideas from one EDA with other EDAs in your jurisdiction
- Work with NHQ to plan trips/events, and party leader attendances, in your area
- Act as a regional representative on conference calls with NHQ
- Streamline implementation of national or large-scale initiatives rolled out by NHQ
- Act as an impartial third party or mediator when required. - During an AGM impartial third parties are required for the counting of ballots and the announcement of results. - A mediator can be helpful to solve conflicts between Executive Officers
- Act on local problems flagged by HQ
- Share successful local strategies with HQ to be potentially implemented nationally
- Track down outstanding forms from Candidates/EDA Executives and ensure they are submitted to EC or HQ on time
- Conduct in-Person interviews assigned by NHQ of potential candidates in the candidacy vetting process
- Assist with onboarding of new candidates, ensuring they follow through with all information and items requested/required by NHQ and Elections Canada