



Weekly Leadership Agenda

A 45-minute decision meeting focused on metrics, risks, cross-team dependencies, and accountable next actions.

Campaign	
Owner	
Date / milestone	
Review date	

Purpose and operating standard

Send required metrics before the meeting; use meeting time for decisions, not status reading.

Use verified information, assign a named owner, protect personal data, and confirm jurisdiction-specific legal or election requirements with the authorized campaign official or election authority.

Meeting details

Date/time	Chair	Recorder	Decision deadline

1. Scoreboard - 10 min

Area	Target	Actual	Variance / issue
Field			
Volunteers			
Fundraising			
Communications			
Data / operations			

2. Decisions - 20 min

Decision needed	Options / recommendation	Decision owner	Decision

3. Risks and dependencies - 10 min

Risk / dependency	Impact	Owner	Deadline / response

4. Commitments - 5 min

Action	Owner	Due	Done definition



Sources and local adaptation

Confirm all election, finance, accessibility, privacy, and voting-information requirements using current official sources. Record the source and verification date before operational use.

Elections Canada - candidate and political financing guidance
<https://www.elections.ca/>

U.S. Federal Election Commission - candidate and committee guidance
<https://www.fec.gov/help-candidates-and-committees/>

National Democratic Institute - Campaign Skills Handbook
https://www.ndi.org/sites/default/files/Campaign%20Skills%20Handbook_EN.pdf

CISA - election security resources
<https://www.cisa.gov/topics/election-security/election-security-resource-library>