

## A Year In The Life of a PCP 2018-20

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Elected at Caucus or appointed by County Chair to fill vacancy	Becomes member of the County Central Committee
Attend PCP Orientation Training	Ask your HD Chair, Check Calendar date/details
Begin Precinct Activities	<ul style="list-style-type: none"> <li>• Arrange to obtain VAN list or VAN training</li> <li>• Obtain PCP Handbook</li> <li>• Begin planning how to canvass the precinct; print precinct map and become familiar with precinct.</li> <li>• Examine voter data for the precinct to identify who to see and what to say, prepare lists of active Democrats, and some Unaffiliated voters</li> <li>• Develop a 'talk from' piece or a flyer to introduce yourself.</li> <li>• Make calls/visits to recruit a Precinct Team to help canvass the precinct; have a potluck or other gathering of Dems in your precinct to recruit volunteers</li> <li>• Present your precinct plan to the team, includes recording results and updating VAN records</li> </ul>
Attend monthly House District or Captaincy Meetings	<ul style="list-style-type: none"> <li>• Maintain contact with leaders and activities. Dates/location of monthly house district meetings are on website.</li> </ul>
Regularly visit arapahoedems.org, Facebook and Twitter	<ul style="list-style-type: none"> <li>• Maintain knowledge of events and information about the Party and candidates</li> </ul>
Implement the HD & County GOTV Plan – Summer/Fall 2018	<ul style="list-style-type: none"> <li>• Phone banking to apartments (which cannot be accessed by 'walk and knock events') and other contact with active voters</li> <li>• Plan and execute a canvass with the precinct team, with guidance from officers</li> </ul>
Primary Election June 2018	Primary ballot choice will help identify Unaffiliated voters who lean Dem
Work GOTV Plan through General Election Nov. 6, 2018	<ul style="list-style-type: none"> <li>• The party will support Candidates selected in the Primary Election</li> <li>• Work with Party Candidates and the GOTV Plan</li> <li>• Continue canvasses, phone banks and literature drops, and the Voter Guide</li> </ul>

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After Election	<ul style="list-style-type: none"> <li>• Regroup, reflect and record experiences, (<i>debrief yourself and your team, so you all learn from the experience</i>)</li> </ul>
Attend Central Committee Meetings	Arapahoe Central Committee usually meets once or twice each year to approve rules changes, budget, delegate selection plan, endorse ballot questions, etc. As a member, you are required to attend or send a proxy.
Attend Biennial Organization Meeting in Feb. 2019	Arapahoe Central Committee meets to elect new County Officers, HD & SD Districts elect District Officers ( <i>Multi-County Districts may meet separately and have slightly different rules</i> ); consider stepping up for a leadership role.
Prepare for 2020 Caucus, held the <i>1<sup>st</sup> Saturday</i> in March after the Presidential Primary which will held on one of the first 3 Tuesdays in March	<ul style="list-style-type: none"> <li>• Prepare for Caucus in Early 2020</li> <li>• Call active Democrats in your precinct to ensure they attend caucus run to become delegates to the coming County Assembly</li> </ul>
Attend Caucus Training	House districts and the county party will arrange for Caucus Training prior to the March 2020 Caucus
Convene your Precinct Caucus Meeting	Follow the procedure for selecting delegates to the County Assembly/Convention, electing PCPs and reviewing Party Platform. Your term ends at Caucus, so determine if you will seek to be re-elected as Precinct Committee Person.
Attend County Assembly/Convention- <i>if elected as a delegate at Caucus</i>	Date to be determined; in March 2020 <ul style="list-style-type: none"> <li>• Become a delegate to your CD and/ or State Assembly/Convention, to be held in April 2020</li> </ul>