memorandum

To: Missy Kurek, Robert Edmonson, and Dan Bernal

From: Carmela Clendening

Date: Friday, July 26, 2013

RE: Political Job Description/CA Operations Processes Memo

This memo outlines the role and operating procedures of the political campaign representative for Nancy Pelosi for Congress/PAC to the Future in California. As a shared employee between the U.S. House of Representatives and campaign, it is critical that this role is clearly defined to ensure legal compliance and operational excellence.

**Candidate Filing Requirements: Primary and General Elections**

* Responsible for obtaining and filing all necessary paperwork from the local registrar for Leader Pelosi to run for re-election in a timely manner (signatures, nomination papers, filing fees, declaration of candidacy).
* Responsible for responding (in conjunction with the appropriate staff) to all candidate statements.
* Responsible for knowing and adhering to administrative deadlines.
* **Contact:**
	+ Coni Binaley, Department of Elections, City & County of San Francisco
	+ Campaign Services Coordinator/Registrar
	+ 415-554-4375 office
	+ Conchita.binaley@sfgov.org

**CA State Contribution Reports**

Requests for contributions to state/local candidates, ballot initiatives, propositions, etc., will be made in a timely manner to prevent filing 24 hour contribution reports and any other negative optics a late contribution will pose. *Contributions to CA state/local candidates can only come from the Nancy Pelosi for Congress account.*

* Responsible for alerting pertinent staff to contributions requirements and deadlines.
* Although every effort will be made to make contributions early in the cycle and before the 24 hour reporting period, there will be times when a last minute contribution is requested.
* Responsible for filing all 24 hour reports when necessary.
* Responsible for filing all major donor reports – any contribution to a CA state/local candidate, ballot initiatives, proposition, etc., from Nancy Pelosi for Congress that exceeds $10,000 in a calendar year.
* Review and manage all CA non-federal contributions.
* **Contact:**
	+ Evelyn Mendez, Office of the Secretary of State, State of California
	+ Political Reform/Campaigns & Elections Department
	+ 916-653-9155 office
	+ 1-866-275-3772 or 1-866-ASK-FPPC
	+ Evelyn.mendez@sos.ca.gov

**Endorsement Requests**

Manage requests (in conjunction with appropriate staff) for the Leader’s endorsement from CA state and local candidates.

* Candidate must make the request in writing.
* Responsible for memo and recommendation to the Leader.

**CA Check Requests/Authorization**

Funds from Nancy Pelosi for Congress may be used for approved CA-12 events attended by district staff, annual event costs (holiday party, CA Convention related material), etc.

* All check requests for California events and San Francisco events will be reviewed by the Chief of Staff- SF.
* If there is no prior history of attendance or support by the Leader and/or is $500+, it must be approved via memo by the Leader.

**Miscellaneous**

* Contact for registrar on election day
* Manage and review campaign email from info@nancypelosiforcongress.com
* Maintain and update database for holiday cards and holiday party, and for other uses
* Manage, produce, and distribute holiday cards via external vendor
* Event lead for annual Holiday Party
* Arrange and manage hospitality for political purposes
* Event lead for CA Democratic Convention Activities
* Help with West Coast Finance/DCCC activities as needed

**Email/Database Log-in information:**

* **NGP database – check requests for Nancy Pelosi for Congress**
	+ Go to [www.myngp.com](http://www.myngp.com)
	+ Campaign: pelosi
	+ Username: user1
	+ Password: theresa007
* **info@nancypelosiforcongress.com**
	+ Go to [www.networksolutions.com](http://www.networksolutions.com) and click on “manage account”
	+ UserID: nancypelosi
	+ Password: chocolate
	+ Click on “check mail” for the info@nancypelosiforcongress.com account
	+ Enter “info” at email box name
	+ Enter “123@Nancy” at password