PROJECT PC CIVICA

Organizing a Local Coalition Leadership Team

With Alignment and Support from Project Civica

◆ 1. Clarify the Relationship

- **Project Civica is the statewide structure** providing oversight, training, strategy alignment, and resource support.

- **Local coalitions operate with basic autonomy** in organizing actions and outreach, but **within shared values and accountability standards and will be asked to help with statewide efforts of Project CIVICA**

- Think of it as a **federated model**: local leadership, statewide coordination.

◆ 2. Define Core Responsibilities

Local Leadership Team should be responsible for:

- Organizing regular local meetings
- Coordinating local civic actions and events
- Communicating with local officials and community partners
- Reporting progress and challenges to Project Civica
- Promoting coalition unity and managing internal dynamics

Project Civica provides:

- Mission clarity, leadership support, and legal/policy guidance
- Messaging and training materials
- Access to statewide and national partnerships
- Regular check-ins and troubleshooting assistance

◆ 3. Establish a Local Leadership Structure

Recommended Roles:

- **Team Lead** – Point of contact with Project Civica; ensures alignment
- **Communications Coordinator** – Manages outreach, social media, and sign-ups
- **Logistics Coordinator** – Plans events, trainings, and local meetings
- **Liaison Officer** – Builds relationships with other groups and officials
- **Recorder/Reporting Lead** – Tracks meetings, decisions, and submits monthly updates

Tip: Rotate leadership yearly or bi-yearly to avoid burnout and promote fresh perspectives.

◆ 4. Set Ground Rules Early

- **All actions must align with Project Civica's core principles** (non-partisan, citizen-led, pro-freedom)
- No use of the Project Civica name for unrelated or unauthorized initiatives
- Disagreements should be resolved respectfully with open communication
- Leaders should **inform Project Civica** of any major planned initiatives, partnerships, or press

◆ 5. Use Transparent Communication

- Maintain a shared folder or document tracker (e.g., Google Drive or Airtable)
- Hold monthly or bi-monthly leadership team calls
- Always document action items and decisions
- Submit short monthly reports to Project Civica using the provided template

◆ 6. Encourage Collaboration, Not Control

- Remind local leaders they are not being micromanaged—they are being supported
- Project Civica's oversight is about **coherence, legal coverage, and effectiveness**
- Encourage local innovation but within an agreed framework
- Share successes with other teams to build momentum

◆ 7. Project Civica Conflict Resolution Process

If conflicts arise:

1. Discuss internally among local team members
2. If unresolved, raise the issue to Project Civica leadership

Project Civica will provide mediation or recommend structural adjustments