

IfF timetable towards success 2019 Actions and responsibilities

This is the core document sitting behind the content of meetings and actions over the election campaign. Of particular note is that it allocates tasks to key individuals and groups as either the Driver (D), Approver (A) Contributor (C) or Supporter (S). This fits well with a system which aims to be as non hierarchical as possible, reducing bottle necks on decision making and sharing the responsibility and engagement. IfF's wider decision making aims towards 'consent' rather than 'consensus'. In other words reaching a point where even those people not especially keen on a direction can live with it, rather than everyone having to vote 'yes' before there is movement. My thanks to the author of the document - Max Wide

By week commencing	Action/Event	Candidates							Web and design	Campaign Manager	Transition team	Communications	Agent
	Alternative Ideas: Peter/Paul/Mark Money: Luke/John/Tim Leaflets: Boards: Design/Video: Emails – fielder and distributor – Mary	Group 1	Alt ideas 2	Money 3	Leaflets 4	Boards 5	Design 6	Vign 7	Marcus	Alister	Tom/Jane	Mary	Jane

¹ All 17 candidates

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18th February	Read chapter 5 of flatpack democracy, Engage with each other / Slack / Town Council website / Drop into current council meetings / read relevant documents offered on Slack / ask questions / get yourself out and about asking questions	C									S		
	Sort out what info wants to go into Frome Times for which deadlines	C							A			D	
	A1. Write up past achievements of council	C							A				
	B1. Update the website							D	A			C	
25th February	25/2 Meeting 3 Cornerhouse 7.30: The Campaign outline Decide the kind of campaign we want to run	D							A	C		C	
	C1. Quotes from printers for leaflets/ boards / banner				D	D		C	A			C	
	D1. Do a social media post asking for help	C							A			D	
	E1. Plan ward events and ward-based photo opportunities, Identify young and new voters in own wards, target new housing developments	D	D						A			S	
	F1. Explore making short IfF promotional video	C						D					
	G1. Plan alternative events campaign		D					S			S	S	
4th March	Re-register as a Minor Political Party (done)	⊕											
	5/3 March Meeting Vine Tree – first discussion themes for campaign, and agree campaign plan	D									C		
	H1. Set up crowdfunding page £2k (to begin with)			D					A			S	
	C2. Finalise Text for first leaflet: Introducing candidates, encouraging voter registration (12 th April), promoting track record)	C						D	A			D	

	I1. Design badges and boards					D		C	A		C		
	D2. Social media posts about voter registration							C	A		D		
	J1. Agree staff engagement plan prior to pre-election period	D							A	S			
11th March	D3. Promote past record on social media	C							A		D		
	F2. Make short IFF film for Social Media	C					D	C	A		S		
	12/3 Meeting 4 Vine Tree 7.30 – Progress check on campaign plan, campaign theme development, strategy discussion	D											
	D4. 13 th March Launch of online listening exercise (backed up by face to face): “Here’s what we’ve done What shall we do next?” (Specific policy areas)												
	C3. First leaflet delivery and canvass: 13 th – 17 th March	D											
18th March	Complete all nomination paperwork	C								A			D
	19/3 Meeting 5 VENUE TBC Progress check on campaign plan	D							S	S	S		
	J2. Meet with FTC Cex and staff to test plans for feasibility, deliverability	D							A	S			
	I2. Get Boards made up	C				D		C	A				
Sat 23rd	E2. Ward specific events. Town Centre Presence: Introducing ourselves and past achievements	D											
	26/3 Meeting 6 VENUE TBC Progress check on campaign plan,	D							S	C	S		
	C4. Finalise Text for 2 nd leaflet: Our plans for Frome and Ward specific ideas	C			D				A		C		
Sat 30th	E3. Ward specific events. Town Centre Presence: Introducing ourselves, conclude listening exercise “Here’s what we’ve done, what shall we do next?”	D											
	I3. Start to place Boards in gardens and windows	C				D			A				
1st April	Deadline for the notification of appointment of EA - 4pm on Wednesday 3 April Delivery of nomination papers - 4pm on Wednesday 3 April	D											
	02/4 Meeting 7 Venue TBC	D								C	C		
	D5. 5 th April Launch campaign themes - Plan for Frome – our ideas about what we will do next, contained in 2 nd leaflet and social media	C			C			S	A	S	D		

	C4. Second leaflet delivery and canvass: 5 th -7 th April	D										
Sat 6 th April	E4. Ward specific events. Town Centre Presence: Plan for Frome – our ideas about what we will do next	D										
	F3. Video launch	C					D	C	A			
	D6. Final registration push on social media ahead of 12 th deadline	C						C			D	
8 th April	<i>Deadline for receiving applications for registration to vote - Friday 12th April</i>											
	09/4 Meeting 7 Venue TBC	D							S	C	S	
	C5. Finalise Text for 3 rd leaflet: Vote and vote for us: candidate reminders, keep Frome Independent	C						C	A		C	
Sat 13 th April	E5. Ward specific events. Town Centre Presence: Plan for Frome – our ideas about what we will do next	D										
	D7. Social media push on postal vote applications	C							A		D	
15 th April	<i>Deadline for MDC receiving new postal vote applications - 5pm on Monday 15th April</i>											
	16/4 Meeting 7 Venue TBC	D							S	C	S	
Sat 20 th April	E5. Ward specific events. Town Centre Presence: Plan for Frome – our ideas about what we will do next	D										
22 nd April	<i>Publication of notice of poll - Not later than Wednesday 24th April</i>											
	23/4 Meeting 7 Venue TBC Polling day arrangements											D
	D8. "Iff Only....." Social media campaign on what role we could play in a reorganised local government	C							A	S	D	
	C5. Third leaflet delivery and canvass: 26 th April to 1 st May	D										

Sat 27th April	E5. Ward specific events. Town Centre Presence: Plan for Frome – our ideas about what we will do next	D
2nd May	Polling day (7am to 10pm) Thursday 2 May	

Postal Votes sent to households... DATE to be confirmed by MDC in March.....people tend to complete and post back fairly promptly....