



Kitchen Cabinet Worksheet

A kitchen cabinet is a candidate’s core volunteer team who stay with her from before announcement to the election. A kitchen cabinet has 4-5 members and usually consist of the campaign manager, treasurer, and other volunteers. The other members should have fixed roles and know what their role is.

Not every cabinet member needs to check all of these boxes, but traits of a successful kitchen cabinet are:

- Local so they can be available to the candidate.
- Distinct networks: the kitchen cabinet should be able to access different networks than the candidate to help her meet new people
- Political experience: either fundraising, making connections, or field experience is helpful but not necessary
- Availability: a cabinet member should have free time to help the candidate
- Willing to learn: you may not be able to find someone who has the skills you need, but if you have someone you trust who is willing to learn that is good too.

Below list three to four local people in your life you feel could fill some of these roles on a kitchen cabinet. Not every cabinet looks the same. Feel free to write the same name in different categories. You know your network best so make your cabinet as helpful to you as possible.

Emotional Support (Usually a romantic partner, family member, or close friend able to provide support during the ups and downs of campaigning.)

Fundraising (Someone who has fundraising experience and/or strong networks to fundraise from. This person should be willing to ask for money and make introductions.)

Communications (A strong writer who can edit your website, potentially help with your stump speech, and handle your social media.)

Treasurer

It is a legal requirement for every political campaign to have a Treasurer.

Below are some legal requirements and best practices for having a Treasurer. If you have any questions it's best to contact the State Board of Elections.

Requirements

- A Treasurer must complete the Treasurer Training hosted by the State Board of Elections and obtain SBOE certification.
 - It is strongly suggested that the candidate and her campaign manager take the training to make sure that everyone who handles the money knows how to do so legally.
- The candidate or her spouse cannot be the campaign's treasurer.
- Volunteer Treasurers do not need to be an accountant or expert. We suggest finding someone who can manage their own personal finances and has the time to help you.
- If you are running for a seat with a high fundraising goal (maybe \$50,000 and up) you may want to consider obtaining the services of a compliance firm who will be your treasurer. These firms cost money and that will have to be factored into your budget.
 - Lillian's List can recommend compliance firms.
 - Your local county party may also have recommendations.
- A candidate needs to know who her treasurer is in order to file her campaign committee.
- The treasurer at least has to be available for each of the Campaign Finance Report Filings. These dates are on the Board of Elections website. Report filings take quite a bit of prep work so make sure the treasurer is in town and available during the days leading up to filing dates.

List three or four people you think could be your treasurer.
