

Greetings Lead Lobbyists!

You've been selected as a leader because of your experience in citizen lobbying, your participation in past lobby day events, and/or a recommendation from a former lobbying team member.

Here's a brief "job description" for lead lobbyists:

- 1) You'll be asked to call the members in your lobbying group (2-5 people) a few days before Lobby Day to:
 - a. Confirm their participation
 - b. Ask if they have any questions
 - c. Reassure new people and make sure they know where to go first thing in the morning
 - d. Make sure everyone was able to access the Lobby Day web site or received their Lobby Day packet in the mail.

- 2) Be in charge of Legislator Packets before heading out to meetings on Lobby Day
 - a. You'll be the person in your group to get a file folder for each legislator you'll be meeting with. The file folder contains our position statements on each of our issues. You will give the entire packet to the legislator.
 - b. Keep, **and don't accidentally give away**, notes about specific legislators that will be helpful in your meetings.
 - c. Be in charge of giving appropriate "Thanks" to legislators who we may be able to compliment on previous votes.

- 3) Assign Tasks – that need to be taken on during your meetings, such as:
 - a. Timekeeper - Someone to keep track of time during your meetings
 - b. Lobby Report Form – someone to make sure 1 (one) report form is filled out for each of your meetings or drop-off visits (you should NOT let the legislators see the lobby report forms during the meeting.)
 - c. Note Taker – someone to take notes during the meetings so we can respond to any questions or requests for additional info from the legislator. These notes can be transferred onto, or stapled to the lobby report form.

- 4) Be the Meeting Leader
 - a. Gather your Lobby Team members in the morning. Each lobby team will be assigned a number. You will be responsible for finding all your lobby team members. Since we're starting the day in the basement of the Central United Methodist Church, we will again have team numbers on the tables – which should make finding team members easy.
 - b. Facilitate introductions at meetings
 - c. Ensure everyone has an opportunity to contribute during the meetings
 - d. Make sure the legislators gets to talk
 - e. Make sure conversation stays on track and no one person monopolizes the meeting, including the legislator!