

# 2025 Lobby Days

## Team Leader Responsibilities

Thank you for agreeing to be a Lobby Days Team Leader!

Team Leaders are AAUW California Public Policy Committee members, Public Policy branch officers, and Branch Presidents. If none of the above is assigned to a team, our Lobby Days committee will invite a Team member to assume the role.

Team Leaders will be asked to:

1. Be the point of contact for all communications with the Lobby Days committee.
2. Contact your Team members and confirm that they are available on the scheduled day and time.
  - If a Team member is unavailable for the day and time, contact the Lobby Day team at [publicpolicy@aauw-ca.org](mailto:publicpolicy@aauw-ca.org).
3. Make sure Team members have the meeting location or Zoom link.
4. Decide which Team members are assigned to present the 3 bills.
5. Meet with Team members before the training to make sure everyone knows their role. We strongly recommend that you do a “dry run” as a team.
6. Take the lead in presenting AAUW, the Team members and our priority bills to the Legislator or his/her staff. Provide closing remarks and thank you to the member and/or staff.
7. Send a “Thank you” email (template will be provided) to the legislator or staff that you met with.
8. Help us track the success of Lobby Days by completing a “Visit Evaluation” form.