

2026 Lobby Days

Team Leader Responsibilities

Thank you for agreeing to be a Lobby Days Team Leader! Your role is critical to the success of your meeting(s). Team Leader responsibilities are described below.

Scheduling & Communication

- Schedule **district office meetings** directly with legislative offices (district contact/location info can be found online).
- **Zoom meetings** will be scheduled by the Public Policy team.
- Serve as the main point of contact with the Lobby Days Committee.
- Confirm team members' availability and ensure everyone has meeting details (date, time, location, or Zoom link).

Team Coordination & Preparation

- Assign **Core Team Members** to:
 - Speak about branch activities.
 - Present the priority bills.
- Optional Team Members do not speak unless the team is small.
- Keep remarks brief—especially in short or Zoom meetings—so priority bills receive adequate time.
- For large teams (more than 5–6 core members), rotate speakers between meetings.
- Check whether your legislator serves on committees hearing the priority bills (**details to follow**).
- Meet with your team in advance to confirm roles and conduct a brief dry run.

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During the Meeting

- Lead introductions and present AAUW overview.
- Guide member presentations of AAUW branch activities.
- Thank the legislator for their leadership and support of AAUW priorities, as applicable.
- Guide member presentations of priority bills.
- Deliver closing thanks.

After the Meeting

- Send a thank-you email using the provided **template (to follow)**.
- Complete the Visit Evaluation **form (to follow)**.