



2024 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, branch Presidents, or if none of the above is assigned to a team, our LD subcommittee 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 dates and times.
3. Make sure Team members have the meeting location or Zoom link.
4. Decide what 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 the Team members and our bills to the Legislator or his/her staff.
7. Send a “Thank you” email to the legislator or staff that you met with.
8. Help us track the success of Lobby Days by completing a [“Visit Evaluation”](#) form.