



Team Leader Guidelines

Suggestions and guidelines for the team leaders in each legislator meeting:

1. Team leaders are identified by an asterisk (*) on the list of legislator appointments contained in your packet. The leaders have been identified by each campus alumni association and may change for each appointment.
2. Arrive early for your legislative appointments and identify yourself as the team leader to your fellow delegates in the meeting. Determine who will talk about each of the topics in the briefing packet, and in which order the topics will be raised.
3. The meeting should begin with participants introducing themselves and the campus they represent.
4. After introductions, give the legislator/aide the briefing packet.
5. The team leader should initiate the discussion and set a friendly tone for the meeting. Use the talking points in your briefing packet as a guide for what to discuss during a meeting. (See color-coded talking points that match the issue papers in the briefing packet.)
6. The discussion should flow naturally. The team leader should move the discussion to another topic when it seems appropriate.
7. Don't get bogged down by questions on controversial issues or specific programs. If you do not know something, write down the question and tell the legislator that you or a UC official will follow up with him/her.
8. The team leader should make sure to offer to end the discussion when the allotted time has elapsed – about 20 minutes. If the legislator does not seem pressed to finish, and the discussion is flowing smoothly, continue the meeting.
9. The team leader should remain flexible, since schedules and other circumstances change frequently.
10. Immediately following the meeting, complete the Legislator Contact Report. It is especially important to indicate if staff follow-up is needed.