

Meeting Logistics

Before the Meeting

- Team Leader will contact the legislators' offices and set up meetings to be held 3/17-21/25. If help is needed, contact the person listed below as the central information point.
- For those meetings in person, be ready to begin on time.
- For those meeting on Zoom, all members should make sure they are familiar with Zoom, and their equipment is in working order.
- Questions about one of your legislators or any of your meetings?

Claire Berger should be updated on your legislative contacts. She is our central information point and can answer questions. claire.berger248@gmail.com and (503) 866-3560.

Meeting Overview

- Meeting will last about 15 minutes.
- Team Leader makes introductions, presents an overview of AAUW, AAUW of Oregon and Leader's branch. In addition to oral introductions the Team Leader provides the legislator/staff with a written copy of the names, district and email of each AAUW member in attendance.
- Members explain their assigned bill and ask for a commitment of support.
- Team Leader thanks legislator or staff, and gets contact information for follow up.

After the meeting

- Team Leaders will have documents for specific feedback for each meeting. Please be sure to note any questions or requests for specific information that we will need to follow up on. We can then respond and get that information to the legislator.
- Complete an online visit evaluation form.
- Team Leaders please send a thank you email to the legislator or staffer with whom you met.