Team Roles and Meeting Structure

Virtual legislative meetings can be tough without visual cues. To help coordinate your team in virtual legislative meetings, assign each teammate one or more of the below roles. Give yourselves the flexibility you need to succeed; roles can change between meetings and team members may have multiple roles. If you are not meeting as part of a team, following these roles and meeting structure will help you stay organized and ensure that you complete all the necessary points for a successful meeting.

Team Roles

Team Leader
- Directs flow of meeting
- Keeps track of time
- Calls on others to participate

Story Tellers
- Has story relevant to an ask and/or can describe IBD
- Preferably a constituent

Asker
- Clearly states the yes/no ask

Note Taker
- Captures pertinent information and follow-up items
- Sends notes to team and the Foundation

Meeting Structure

1. Say thanks
Team Leader thanks the staffer for their time

2. Introductions
Team Leader facilitates introductions
Keep it short: name, town, connection to IBD

3. State the "ask"
Team Leader states the ask
"We are here to discuss the Safe Step Act."

4. Describe IBD
Team Leader asks a Storyteller to describe IBD
Ask: "Are you familiar with Crohn's disease and ulcerative colitis?"

5. Tell your story
Team Leader calls on each Storyteller to share their experience

6. Restate the "ask"
Asker makes a yes/no ask
"Will the Representative/Senator co-sponsor the Safe Step Act?"

7. Close
Team Leader again thanks the staffer for their time
Note Taker requests contact information and sends out notes to team and the Foundation