

Team Roles and Meeting Structure



To ensure a successful and efficient meeting, each person in your group will serve in specific roles. Your group should establish these roles during your practice session on Wednesday evening. Roles can change for each meeting as it's customary for the constituent of the lawmaker to play the Team Leader role.

Team Roles



Team Leader

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



Story Tellers

- Shares their personal story
- Constituent goes first



Asker

- Explains the issues
- Makes the ask



Note Taker

- Captures any necessary follow-up (i.e. questions needing answers)
- Completes the meeting report back form

Meeting Structure

1. Open the meeting



- Thank the staffer for their time.
- Explain you are all from the Crohn's & Colitis Foundation.
- Ask each person in your group to introduce themselves.

2. Introductions

EVERYONE

- Provide your name, hometown and share your IBD story. This should take 60 seconds or less.

3. Describe IBD



- Briefly explain Crohn's disease and ulcerative colitis and how it impacts people in their district. This should take 90 seconds or less.

4. Explain the issues



- Walk through the three issues you are there to discuss. Note that information sheets on each are in your leave-behind folder.

5. Make the ask



- Make each ask individually with a yes/no format:
- Will the Representative/Senator sign on as a cosponsor of the Safe Step Act?

6. Request contact information



- If meeting with staff: Do you have a card so we can follow up with you in a few weeks?
- If meeting is with Member: Who is the best person on your staff to follow-up with on these issues? Do they have a card we can get?

7. Close



- If meeting is with Member: Ask if someone can take a group picture with them.
- If meeting is with staff: Ask if they can take a group picture in the office or immediately outside the office by the Member's nameplate.
- In either case, let them know you plan to post the picture to social media.