

# Advocacy Team Roles

Depending on the size of the advocacy team, an individual may fill multiple roles. Everyone is encouraged to participate in the discussion but give deference to the constituents wherever possible.

- **Leader** – the advocacy team member who empowers everyone to share and participate, especially the constituents, so that we build our capacity for this work. The lead may also facilitate the transitions in the agenda. The leader assigns roles before a meeting.
- **Appreciator** – the advocacy team member who shows appreciation for something the member of Congress has recently accomplished. If possible, this should be a constituent.
- **Time Monitor** – the advocacy team member who upfront asks how much time there is for the meeting and keeps the meeting on time. Monitors the time both Episcopal delegates and Member or staff are talking with the target of sharing it 50/50.
- **Notetaker** – the advocacy team member who takes notes. If possible, the note taker should be an experienced volunteer. This person should be able to follow the thread of the conversation, specifically capturing what’s said by the member of Congress or staffer.
- **Discussion** – all advocacy team members are encouraged to participate in the discussion, especially the constituents.
- **Asker** – the advocacy team member who presents the Episcopal delegation's purpose and ask. If possible, this should be a constituent who has a strong grasp of our policy and its wider implications and ripple effects. Makes sure the **1-page leave-behind** is delivered.
- **Photographer**—the team member designated to take a photo (with permission) and share online after.
- **Follow-up** – this advocacy team member sends follow-up meeting materials and a thank you card. He/she should coordinate on the follow-up items with Rebecca Cotton (meetings with US Congress) or Lynnaia (meetings with UN representatives) soon after the meeting.

\*\*This document was adopted from the Citizens' Climate Advocacy resource *Lobby Team Roles*.

## Congressional Meeting Outline

1. **Thank** the member of Congress or staffer for meeting with us.
2. Time Monitor: “**How much time** do you have for this meeting?”
3. **Introduce** yourselves (keep the time in mind). Name, your role/job, and hometown/Episcopal Diocese. If appropriate, 1 person connects by sharing your personal story.
4. Ask the **staffer** to introduce himself/herself.
5. **Show appreciation** for a position the member of Congress has taken or a recent accomplishment.
6. **State our purpose:** “We are part of The Episcopal Church Presiding Bishop's delegation to the UN Climate Change conference COP26. We care deeply about enacting ambitious and just climate solutions.”
7. **Our ask:** “Our ask is that [MOC NAME] fully support the climate provisions in the Build Back Better budget reconciliation bill. These provisions will allow the US to meet its emission reduction goals under the Paris Agreement. We have more to say on that later, but first we want to open a dialogue with you.”
8. **Transition into the discussion.** Here are some example, open-ended questions.
  - “Who would we need to convince about the merits of this proposal to win your support?”
  - “What are [MOC’s Name]’s thoughts on the climate provisions in the Build Back Better bill? What might be preventing him/her from supporting our legislation?”
  - “What do you think is the fastest way for the U.S. to lead the world in the clean-energy economy?”
  - “Do you think our current air & water policies reflect good stewardship?”
  - Based on your group’s research of local climate impacts, what can you ask the office about climate impacts, renewable energy jobs, business or faith-based leaders in the community?
  - **Note:** From your research, anticipate what you think your member’s responses might be so you are prepared to ask questions to draw out more information. Listen for the underlying value statements in their responses, acknowledge that value, and connect on common ground. **Try to ask for permission to proceed before giving them information.**
9. Time Monitor signals the team when **five minutes remain** in the meeting.
10. **Our ask:** (hand them a copy of our primary ask) “Our ask is that [MOC NAME] fully support the climate provisions in the Build Back Better reconciliation bill, including the Clean Electricity Payment Program, building and vehicle electrification incentives, and designating 40% of investment funds for communities with environmental justice concerns. Is that something he/she is willing to do now?”
11. If it becomes clear they cannot commit to your ask, make sure you clearly understand what holds them back and then **offer a supporting ask** (smaller ask that builds towards our main ask).
  - “What would make it easier for you to support this policy?”
12. “Would you like a hard copy or electronic version of additional materials? How and when should I follow up?”

13. **Thank** them for their time.

\*\*This document was adopted from the Citizens' Climate Advocacy resource *Lobby Meeting Outline*.

A similar resource exists in Spanish, but the ask is about carbon pricing, not asks specific to The Episcopal Church. <https://static.prod01.ue1.p.pcomm.net/ccadvocacy/content/resources/spanish/CCL-Agenda-primera-reunion-con-legislador.pdf>