

2019 AHA Annual Advocacy Program



April 7 - 10, 2019, Washington, D.C.

Team Leader Responsibilities

Thank you for your willingness to be a team leader during the meetings on Capitol Hill. Meeting with legislators offers an opportunity for California health care leaders to be visible and vocal in the nation's capital. Your role as a team leader is vital. The following list will help you understand your responsibilities.

1. Review materials:
 - AHA Message Card
 - California hospital data reports
 - How to Make Your Congressional Visits a Success
2. Contact CHA Staff if you have any questions about your team leader responsibilities.
3. Introduce yourself to your team members — a schedule of appointments and list of meeting attendees will be given to you at the California Caucus.
4. Arrive 10 minutes before each appointment and ensure team roles are clear so you can begin your meetings on time.
5. Introduce yourself and then ask the team members to introduce themselves. Be sure to have all team members state their name, hospital or health system and city of business and provide the representative with a business card.
6. After the introductions, indicate what issues the group wants to discuss. Give the congressional representative his/her packet.
7. Please ensure the key issues are covered at the beginning of the meeting. Focus on the issues addressed in the AHA Message Card.
8. At the end of the meeting, ask the representative what his/her position is on our issues and if he/she has any questions. If no one is certain of the answers, tell him/her that CHA staff will follow up as soon as possible.
9. Complete the Congressional Visit Report on the reverse side of this page and return it to a CHA or Regional Association representative. Inform staff of any "communication crisis" that may have come up during your visit.

Thank you for assisting California hospital leaders in expressing their important messages!

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Congressional Visit Report (To be completed by Team Leader)

Please assess the outcome of your visits with your representatives. After completing, please return to: California Hospital Association, Anne O'Rourke, 499 So. Capitol Street SW, Suite 410, Washington, D.C. 20003, or by fax: (202) 488-4418 or email: aorourke@calhospital.org.

1. Please describe the overall results of the meeting with your congressional representative. (If you met with a staff person, please indicate their name.)

Representative's name: _____

Staff member's name: _____

General comments: _____

2. Does your representative have a good understanding of the dynamic health care environment in his/her district and California as a whole?

Representative's comments: _____

3. What did the Representative have to say about the key issues/messages presented in the meeting?

Representative's comments: _____

4. Is any follow-up required? Yes No

Please detail: _____

5. Additional Comments: _____

Name of Team Leader: _____

Hospital/Health System: _____

Phone: _____ Email: _____