

Constituent Groups and Meetings

Below is a checklist of activities to assist in creating constituent groups for meetings with legislators.

1 Constituent Group Formation

- Obtain list of grassroots contacts for your legislator.
- Reach out to contacts to ask if they would be willing to volunteer to attend future meetings with their legislator.
- Keep a running list of those contacts that wish to be involved and share it with your state grassroots chair and chapter staff.

2 Meeting Notification

- After a meeting date has been finalized, notify the grassroots office at NAIFA of the meeting date one week in advance to request information on legislative issues.
- Notify the constituent group about the date of your meeting and ask for volunteers to attend.
- Organize a brief meeting/conference call with your constituent group prior to your meeting to review issues and strategy.

3 Interacting with Legislators

- Try to meet 3-4 times a year with your legislator and/or staff.
- Take action on all NAIFA GovAlerts.
- Participate in NAIFA's Congressional Conference and State Legislative Days as scheduled.

4 Reporting Feedback

- Report the results of your meeting to the grassroots office at NAIFA. Please include:
 - Date and location of meeting
 - Issue(s) addressed
 - Suggested follow-up for NAIFA staff
 - Participants (including legislator's staff)
 - Legislator's position on issues discussed