

## **Group Leader**

### **Description of the Position:**

The Group Leader coordinates activities in the group making sure advocates are engaged, inspired, and have the information and resources they need to take action.

### **Key Responsibilities:**

- Keep in touch with your Regional Coordinator
- Keep in touch with activists in your group
- Report your group's activities to your Regional Coordinator at least once per month
- Guide your group through the annual planning process at the beginning of the calendar year and provide the group's plan to your regional coordinator and RESULTS staff
- Make sure the group participates in the monthly conference call and meets at least one other time a month to plan activities and take action
- Keep group members accountable for actions promised
- Plan for and mentor your replacement; rotating the group leader position is healthy for the group

### **Requirements:**

- Participate in weekly calls with the Regional Coordinator; if unable to attend, ask another activist in your group to fill in
- Provide an account of group activities monthly either directly to the reporting system (using an online form) or through your Regional Coordinator
- Keep in touch with your activists regularly (sometimes weekly during busy times) and lead them in planning activities at least once a month

### **Example of how activists have made the most of this position:**

#### **Leading**

Some group leaders do everything — contact congressional staff, contact editorial writers, plan community outreach, in addition to the regular administrative responsibilities of the group. **THIS IS NOT THE ROLE OF A RESULTS GROUP LEADER.** The role of the group leader is to empower their fellow group members to take on some, if not all of those activities, leaving the leader with the role of coordinating all the activities (no small feat).

## Training Module 2 LINK Group Leader Role Description

### **Meeting**

Groups are to meet twice a month, once for the national monthly conference call and again to plan activities for the month and take action. Some groups have a monthly Education & Action meeting, with an outside speaker followed by taking the monthly action. Other groups use this second meeting for planning activities, training, taking action (writing letters, role play calls/meetings, etc.). Some alternate speaker and training meeting every other month, while other groups have a weekly group conference call to keep in touch, plan activities and report progress. What this means is that there is no one best way to accomplish these tasks. Find what works for you and your group. Whatever your method, make sure to send reminders and invitations to participate, as we all forget meetings from time to time.

### **Reporting**

Group Leaders can work with their Regional Coordinators to learn how to report their group's monthly lobbying and other advocacy actions. Online forms and other support are available to make the process simpler.

### **Coaching**

Establish a relationship with your Regional Coordinator and in turn with our group's activists to allow coaching of each other. We all get stuck and need fresh ideas to create breakthroughs. Doing "mock" conversations can be a useful tool in planning and taking the next step.