

group leader's monthly checklist

organize your monthly Education & Action meeting (E&A)

- pick a date and time (though we encourage you set a standing meeting that you revisit as needed)
- enter your E&A date on the website's calendar ([how-to](#))
- secure your meeting venue (e.g. Zoom link)
- remind all volunteers about the coming meeting (in advance + the day-of)

prepare for your E&A

- read the [current campaign](#)
- understand the ask
- know what actions are suggested for the month (blue bubbles)
- attend the call to action Q&A or watch the [recording](#)
- write an agenda for your meeting

host your E&A

- lead the meeting (or assign someone if you can no longer make it)
 - do explain the campaign in your own words
 - do encourage questions and comments
 - do set goals with volunteers, what action will they pick this month? Write down their promised actions (increases accountability)
 - do admit when you don't know the answer – ask staff and follow up
 - do leave some time for some social/getting to know each other
 - quickly discuss the date and time of the next meeting
 - don't tell them what action to pick
- remind volunteers about reports they are responsible for filling out
 - if they have a meeting or phone call (not letters) with a parliamentarian, they fill out a detailed report using the [form](#) on our website. *We need this information as soon as possible to inform future parliamentary engagement.*
 - if they submitted media pieces and got a response saying they will be published, they fill out a report with the link to their piece using the [form](#) on our website. *We like to know soon after publication to share on social media.*
- take attendance

support your group volunteers

- follow up on anything you promised during the E&A and include the list of actions promised by your group volunteers

- connect volunteers to the resources they need (e.g. if they secure a meeting with a parliamentarian , they can have a prep meeting with the Parliamentary Affairs team)
- check in with volunteers as needed - do at least one reminder in-between E&As to remind them to take action

- take action yourself** - lead by example by following through with the action(s) you picked

- attend the monthly Leaders' call**

- attend other calls** (monthly Call to Action Q&A, quarterly National Call, etc) **and webinars** as much as possible

- report your group's actions**
 - at the next E&A, follow up with volunteers to find out what actions they took in the previous month
 - report these actions using the **form** on our website
 - report E&A attendance
 - report outreach activities
 - report each volunteer's parliamentary engagement (letters, calls, meetings)
 - report on each volunteer's media activity (LTEs, op-eds or articles) – you will report on how many times media pieces were submitted and report on the number of published pieces you know about.

- when in doubt, use your resources**
 - do rely on your Provincial Leader (or Regional Coordinator if no Provincial Leader) when you need help
 - do reach out to the Public Engagement team at action@resultcanada.ca