

ROUNDTABLE MEETINGS - FOLA Lobby Day 2022 - THINGS TO REMEMBER

DURING THE MEETING

Ask if you can take a screen shot of the meeting.

After introducing the FOLA team, the lead provides a brief overview. Participants make their points and pose key questions already decided on by the group. Listen carefully to the answers and if the staff person misses the point of the question, restate it in a respectful way. If the staffer goes off track, the lead needs to refocus attention back to the questions and matters at hand. If the staffer makes comments that are inconsistent with FOLA's positions or values, respectfully respond to these during the meeting.

Have an agenda. You will have a limited amount of time available for your meeting - make the most of it! Budget time for introductions, presentation of your 'asks', time for the Minister's or Critic's staff to ask questions, discuss and provide feedback, and for your meeting lead to wrap up to determine next steps.

Listen to what staff have to say and respond accordingly. If you can't answer their questions on the spot, let them know you will follow up after the meeting.

AFTER THE MEETING

If possible, debrief immediately after, either via Zoom or via email and review the main points and impressions. The meeting lead prepares the report and distributes it to the team for review to confirm key points captured. The report should reflect the staffer's responses to key issues discussed and whether he/she supports them or not and why. Send the report and photo to katie.robinette@fola.ca. Please highlight any follow-up required.

The day after the meeting, the lead should send an email to the staff who you met with thanking them for taking the time to meet with you. Summarize any items of agreement, feedback and follow up that you discussed during the meeting. Include any additional information staff may have requested. If applicable, suggest a future meeting date to follow up.

REMEMBER

Meeting with your elected representative provides an opportunity to form a relationship and foster ongoing dialogue about justice issues and the practice of law with a key decision-maker. This is an important political engagement process for FOLA. We want it to be positive for Law Association members and Queen's Park staffers alike.

Keep in mind

Be conscious of etiquette. Use titles such as Mr./Ms. until the staffer informs you otherwise.

Do not make reference to your personal affiliation to a political party or discuss donations. Be respectful and non-partisan. Please remember: FOLA works with all political parties and respects different points of view.

Keep your comments concise. The lead guides the group to stay on message and on time.