



### **CPTA LEGISLATOR KEY CONTACTS**

The Key Contact list was developed by the Government Affairs Committee (GAC) to enhance the CPTA's Government Relations Program. Grassroots member participation has always been a cornerstone of the CPTA legislative advocacy program. The Key Contact list was created to ensure that at least one key contact is to develop relationships with their legislators, to facilitate access to the legislator when needed. The key contact may not be the most knowledgeable with respect to any given issue or bill. It is expected that they would be accompanied by the most appropriate chapter member, staff or consultant when representing the CPTA at the legislator's office. Although the GAC has the best working knowledge of the Government Affairs Program, the GAC works in conjunction with the CPTA president, board, executive director, staff person, the CAL-PT-PAC, and our lobbyist. Members of the Key Contact List are a valuable resource to all committees and staff members involved in our legislative advocacy efforts. Therefore, these guidelines for use of the Key Contact List have been developed.

### **WHO WILL MAINTAIN THE LIST?**

CPTA Executive staff will maintain and update the Key Contact List. The list should match the Key Contacts with appropriate Assembly and Senate members.

### **WHY HAVE GUIDELINES?**

- To clarify the role of the Key Contacts their use by GAC, PAC, CPTA Board, and Staff
- To provide orientation to Key Contact as to their roles when representing the CPTA.
- To provide information to prospective Key Contact as their potential roles. This is so that Key Contacts can volunteer at the level they feel they are most qualified in addition to guiding CPTA staff when selecting a Key Contact for various assignments.

### **WHO IS A KEY CONTACT?**

Key Contacts may be self-identified, or their names and contact information may be submitted to the Chapter Office for addition to the list. Staff will verify information and willingness to be a Key Contact. It is expected that members of the GAC, PAC and Chapter Staff will educate, mentor, and support Key Contacts as necessary.

### **TRAITS OR QUALIFICATIONS OF A KEY CONTACT**

- Is a willing volunteer.

- Has a basic knowledge of the legislative/regulatory process.
- Has an understanding of the role of the Key Contact as a legislative advocate at the Chapter/District level vs. the individual member level vs. as an individual citizen.
- Good interpersonal/communication skills.
- May have a specific area of expertise or interest identified.
- May have a particular participation comfort level identified. (I.e. prefers 1 to 1, willing to speak to a group, willing to testify at a hearing, etc.)

#### **Government Affairs Committee Use**

Assuming the primary role of the GAC is to implement the CPTA's Government Affairs Program, members of the GAC would be considered Key Contacts.

- May access the list to gain access to a specific legislator for general information or education or for specific bills/issues.
- May request a Key Contact to attend and/or testify at a hearing or meeting

#### **CAL-PT-PAC Use**

Assuming the primary role of the PAC is to raise money and to facilitate contributions to legislator. Members of the PAC would be considered Key Contacts.

- Attend "Meet the Legislator" Coffees
- Attend specific fundraisers that may occur in the Key Contact's area.
- Attend PT Legislative Day in Sacramento and/or at local districts