



ACGC

Alberta Council
for Global
Cooperation

Ensuring a Successful Meeting

Speaking to your MLA is an effective way to have your voice heard. It is your right as a constituent to be able to voice your concerns to your MLA. Having a unified message reach government representatives throughout the province will increase our effectiveness and strengthen our efforts to increase funding and receive funding untied to lottery revenues.

Before the Meeting

- Send the Briefing Note on Funding Issues in advance.
- Know the issues! Read background information to familiarize yourself with the details of the MDGs.
- Plan who will represent your organization. It is always best to have a few members attend the meeting; it shows your concern for the issue and you will have each other for support when discussing issues.
- Network with other ACGC organizations who have the same MLA as you .
- Just like you would for an interview, brainstorm what kind of questions may be asked and prepare answers ahead of time.
- Plan for different possible outcomes. For example, how will you approach the situation if the MLA is not enthusiastic about supporting your requests?

During the Meeting

- Be on time. Although it may sound obvious, this is key for time is at a premium, and showing up on time shows your respect for your MLA's time.
- At the beginning, state the goal of the meeting, and agree on an end time for the meeting.
- Be clear about who you are and who you represent. Yet, because time is limited, keep this brief. Considering the objective of the meeting, it is more important to give the message about what you want to see happen rather than what your organization does.
- In stating your argument, be precise and use everyday language. Remember, do not assume knowledge.
- Be clear about exactly what you want your MLA to do.
- Summarize periodically and have talking points to keep the meeting on track.
- Reiterate and record what the MLA has agreed to as you close the meeting. This information can be valuable in a follow-up letter.