

Understanding The Legislative Process

CONGRESSIONAL STAFF ROLES

An additional way to help familiarize yourself with the legislative process is to have a basic understanding of how your Member of Congress' office is structured. Knowing the role and function of individual staffers will help you when communicating with your representative.

Chief of Staff/Administrative Assistant

- Supervises all aspects of the Member's office.
- Reports directly to the Member of Congress.

Legislative Director

- Supervises legislative staff.
- Monitors legislative schedule.
- Makes recommendations to the Member on legislative issues.
- Keeps the Member updated on all legislative matters.

Legislative Assistants

- Focus on specific issues such as women's issues, appropriations, etc.
- Meet with constituents when Member is not available.
- Are experienced in issues and workings of Capitol Hill.

Scheduler

- Creates and maintains the schedule for the Member of Congress. Ask to speak with the scheduler when calling to make an appointment with your representative.
- Makes travel arrangements.
- Takes requests for speaking engagements, etc.

Press Secretary/Communications Director

- Maintains communication between the Member, his/her constituency and the general public.
- Promotes the views and position of the Member on various issues.

Caseworkers

- Respond to constituent requests, which often includes contacting government agencies on the constituent's behalf (e.g. Social Security, Medicare and passports issues).
- A vast majority of caseworkers are located in district/state offices.

Other Staff Members include: Executive Assistants, Staff Assistants, Office Managers, and Interns.



Each representative has his or hers staff members and positions listed on their congressional website. Visit <http://www.congress.org> and locate your individual member. Then click on the link "staff members" and you can locate of the name and position of each person on the Member's staff.