Meet Your MP Guide

Congratulations on stepping up to Meet Your MP!

GetUp has launched the Meet Your MP program in just a handful of electorates around the country where meetings between local GetUp members and MPs are most strategic.

In the recent federal election, GetUp members organised around a people-powered strategy to put our issues on the agenda and reduce the power of hard-right blockers in Parliament. Our campaign helped to oust eight of these MPs, reduced several more to razor-thin margins; and forced the issues that matter into the election debate.

The story of GetUp's people-powered impact has reverberated in the halls of Canberra and news headlines ever since. It's the perfect backdrop for our Meet Your MP goals:

1. To introduce the local community. MPs may have read the headlines but now it's time to reinforce our people-power with local faces, voices and stories. You'll also present the *Local Community* summary of local members.

2. To raise awareness. Few MPs will understand the true extent of what our community achieved together during the recent election. That's why every team will present GetUp's *Election Impact Report* to their MP.

3. To build relationships. These meetings are a rare opportunity to connect on a personal level with MPs, and ask for a constructive dialogue that extends into the future, including a follow up meeting in 2017.

By signing up to the Meet Your MP program, you and your team will help forge an authentic and accountable relationship between the local community and your MP.

Thank you for leading this work.
Emma, for the GetUp team

GetUp!

Meet Your MP Guide

What's in this Guide?

This is your Meet Your MP Guide, it will take you step-by-step through what's involved in preparing for your meeting.

Meet Your MP Checklist

☒ Sign up to your team via the online discussion forum!

☐ Introduce yourself to your team online: www.getup.org.au/mp-teams

☐ Read this guide start to finish

☐ Read the *Election Impact Report, Local Community* cover letter, and MP meeting agenda, pg. 5

☐ Contribute to your team's online discussion forum

☐ Organise and attend your team's in-person planning meeting

☐ Hold another in-person team planning meeting, or meet up early before the MP meeting

☐ Team leader sends media release to local media the day before

☐ Meet Your MP!

☐ Let GetUp know all about it, so we can share your story with the wider electorate

☐ Any questions? Email **takeaction@getup.org.au** for a call or email back!

GetUp!

Team roles and responsibilities

Your team is made up of a team leader and team members. Please take a moment now to read through the two roles so you have a good understanding of what's required of you and your team members.

Team leader

Being the team leader means you've put your hand up to take on a support and facilitation role within the team. This means you have the same role as a team member but with a few extra responsibilities.

You'll nurture online discussion by:
- Contributing to online discussion by starting new discussion topics, responding to team members' comments, and keeping it on-track
- Leading the organisation of a date and venue for an in-person planning meeting. *Why not start a new online discussion topic about it now?*
- Keeping a keen eye on the online discussion forum - what can you do to keep the energy high and people engaged?
- Keeping online discussion contained to the forum (so it's all accessible in one place)

You'll facilitate the in-person planning meeting by:
- Using the handy meeting agenda on pg 7 to facilitate
- Making sure everyone in the team feels included and heard
- Helping the team prepare and stay focused

You'll do a few other things too, like:
- Acting as the main point person between your team and GetUp HQ
- Filling out and sending the media release provided to local media the day before your meeting (find a handy template on pg. 9)

Team member

If you've signed up to be a team member, you've agreed to:
- Frequently participate in online discussion by engaging with the comments left by your fellow team members, and contributing to the conversation
- Read this guide, the MP meeting agenda, the *GetUp Impact Report*, and your *Local Community* cover letter
- Attend your team's in-person planning meeting
- Help the team prepare for the meeting
- If you're able to, attend your MP meeting!

Preparing for your MP meeting

Your MP has already offered your team a meeting appointment. You can find the date and time in the email GetUp sent you or on your online team discussion page at www.getup.org.au/mp-teams. Now it's over to you and your team to prepare for the meeting.

All you need to do to prepare for your MP meeting is to follow these three steps:

1. Read through the resources provided
2. Engage with your team in online discussion
3. Attend an in-person planning meeting

1. Read the resources

Apart from this guide, you should also read through the MP meeting agenda, the *GetUp Impact Report*, and *Local Community* cover letter listed below within a day or two. It shouldn't take you more than 60 minutes reading time, and will give you all the info you need to meaningfully engage in and contribute to team planning.

GetUp's Election Impact Report www.getup.org.au/election-impact-report
Most MPs will have seen the many new stories covering GetUp's impact in the federal election, but few will understand the depth and breadth of what our community achieved together. That's why every team will present GetUp's Election Impact Report to their MP. The report explains GetUp's sophisticated campaign strategy, the bold tactics we executed, and the extraordinary results we achieved. It's a big document that your MP can read over in their own time.

Local Community cover letter www.getup.org.au/local-cover-letter
MPs are motivated by local facts and figures. That's why your team will also present your MP with a snapshot of how many GetUp members live in your electorate and what issues you prioritise. You'll talk to your MP about some of these statistics in Section 1 of the agenda (see pg X).

MP Meeting Agenda
Below is the agenda that will form the foundation of your meeting with your MP. The agenda is a tool to help your team keep the meeting focused, and help you talk through the most important points.

There are three sections to cover in the meeting which provide an opportunity to connect with your MP personally, talk through GetUp members' most important issues, and discuss what an ongoing, constructive dialogue could look like.

Meeting agenda (30 minutes)

Section 1. Introductions (10 minutes)

▸ Team introductions: Each attendee introduces who they are, why they are a GetUp member, and what (if any) role they took on in the election

▸ Introduce GetUp: Team formally presents your MP with the *Election Impact Report* and the *Local Community* cover letter - and talks through some of the main facts and figures in the cover letter.

Section 2. What we stand for (10 minutes)

▸ Introduce the most important policy issues for local GetUp members: economic fairness, climate justice and human rights

▸ For each issue, a team member gives an explanation of why it's important to them personally (ie. one person per issue)

▸ Ask your MP what commitments they can give when it comes to representing these concerns over the next term

Section 3. Establish the relationship (10 minutes)

▸ Explain to the MP why it's important to the GetUp community to have a constructive and ongoing relationship with them

▸ **Ask your MP for two commitments:**
   1. To commit their office to an ongoing dialogue with GetUp members and to responding to your correspondence
      ▹ Explain that over the next term, local GetUp members will be championing their concerns in person, on the phone, through the post and online
      ▹ Remind the MP to recognise you as a community with shared values, but also as individuals who are passionate about an issue for unique and personal reasons.
   2. To commit to a follow-up in-person meeting in 2017

▸ Lastly, ask your MP if they're happy to be in a group photo, ideally with the *Local Community* cover letter in shot! (If they're not happy to, take a team photo outside without them.)

▸ Say thank you and goodbye!

2. Connect and communicate online!

By now you've already signed up to Meet Your MP by joining your team's online discussion forum. You can find your team forum here: www.getup.org.au/mp-teams

Think of this forum as the one place where your team connects and communicates online. It's solves the hassle of long email threads and forgetting to 'reply-all'. If you haven't already, introduce yourself to your team by clicking on the topic "Click here to introduce yourself to your team" and leave your comment.
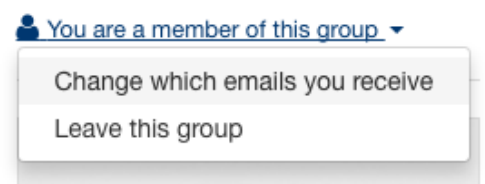
Your team discussion forum is where you:
- Get to know one another!
- Nurture team discussion by posting comments
- Review past conversations, and other team members' posts
- Ask your team questions or start new topics
- Organise your in-person planning meeting
- Share links to interesting articles or research
- Support and encourage one another
- Exercise discipline by keeping posts relevant to the task

Stay up-to-date
When you signed up, you were asked to select how frequently you'd like to receive email notifications. We recommend you select the "once daily" option, which means you'll get one daily email update with a quick link through to the forum. Very useful!

To check or change your notification preference, visit your team's Meet Your MP page at www.getup.org.au/mp-teams and click "Change which emails your receive"

3. Attend an in-person planning meeting

Once you've introduced yourselves online, read the resources, and organised a time and place to meet, it's time to hold your in-person planning meeting and get to know one another!

Team meetings are important. They build camaraderie, keep people engaged in the task, and are a good space for troubleshooting issues. They're fun too! You may only have time for one or two in-person team meetings before you meet with your MP, so it's critical you make the most of it.

▶ Preparing for your MP meeting

If you're the team leader, here is a 60 minute agenda to help you facilitate the meeting:

Agenda item	More Info
Ice-breaker	Take the time to get to know one another with an icebreaker to warm the group up.
Update the team	Give a brief overview about what your role is as team leader, the purpose of the MP meeting (pg 1), and each of the resources GetUp has provided.
Open up the conversation	Has anyone attended a meeting with their MP before? How did it go? Any lessons to share?
Deconstruct the meeting agenda	Start by reading through the MP meeting agenda GetUp has provided (pg 5) in full. Then go through each section step-by-step as a team. **Here's some talking points for discussing each section:** Section 1. Introductions ▸ How will each person choose to introduce themselves? ▸ What facts and figures from the *Local Community* cover letter will the team chose to focus on in the meeting? Section 2. Issues ▸ Who has a personal reason they'd like to give about why climate justice, economic fairness or human rights are important to them? ▸ What are you hoping to hear from your MP when it comes to their commitments? Section 3. Relationship ▸ How do people feel about a request for an ongoing dialogue with the MP? ▸ Are there any personal stories people could share about a time they've emailed, called or posted a letter the MP's office about an issue that mattered to them? ▸ Who can take a good photo and bring a camera to the meeting?
Allocate roles	▸ Ask who's available to come to the MP meeting. (If there are more than 6 people who put their hand up, discuss as a group how to include everyone in other ways.) ▸ Decide who will take responsibility for each part of the meeting agenda, in what order and how long each person will speak.
Allocate tasks	Identify what take-home tasks there are and who will do them, eg. ▸ Will someone do some MP research and share it on the online discussion forum? ▸ Does anyone still need to read the GetUp Impact Report or this guide? ▸ What's your next chance to practice the meeting agenda together? ▸ If a team member couldn't make it today, who will give that person a call to fill them in?

In the meeting with your MP

If you're one of the team members attending the meeting with your MP, here's some tips for making the most of it.

Prepare. GetUp members have an excellent reputation when it comes to being prepared and focused. The more you've prepped as a team, the more confident you'll be and the more fun you'll have!

Be yourself! You don't need to be a policy expert to meet with your MP (in fact, it's better to leave your expert hat at the door). That's because these meetings are about connecting at a personal level with your MP, as well as representing the Local Community broadly.

Stay on topic. It's unlikely your MP shares all the same views as you, and in some cases may be polar opposite. Remember that your meeting isn't about convincing your MP of a particular standpoint, so be vigilant in sticking to your meeting agenda.

Respect the time. A simple but a goodie: be on time for your meeting. A thirty minute meeting goes fast, so make sure you stick to the agenda, practice it beforehand, and speak no longer than your allocated time.

Stick to six. Stick to a six person maximum on the number of team members who attend the meeting. More than this can make for a confusing meeting for your MP.

Take a photo! Most MPs will be more than happy to take a photo with your group, so don't be afraid to ask. Photos are a great way for GetUp to show the rest of the electorate how your meeting went; not to mention your MP may want a copy!

Enjoy yourself! It's not everyday you have the ear of your federal representative. It's a testament to GetUp members' incredible work that MPs are so willing to make time!

Local Media Release

Being the team leader means you're responsible for filling out the media release template below and sending it to your local media the day before the meeting. Don't forget to include your name and contact details at the bottom of the release so that journalists can get in touch.

If you've lined up an interview with a journalist and would like some help preparing, please let us know in advance by emailing **takeaction@getup.org.au** Our media expert Adrian will happily give you a call to talk you through it!

MEDIA RELEASE:

_____

The count is over, now it's time to hold our MP to account!

A [position e.g nurse/plumber/grandmother/etc], a [position] and a [position] will be meeting with their member of parliament [MP name] on [date] to remind them that [number of GetUp members in electorate] will be holding them to account on issues from climate change to corporate tax cuts during their next term.

[Your name], GetUp member, said just because the election is over, doesn't mean that [MP name] can simply ignore the concerns of the electorate.

"[Your own words about holding politicians to account]" said [Your name].

"Overwhelmingly, Australians want to see people treated fairly, they want to see the environment protected, human rights upheld and big businesses pay their fair share of tax.

"We are part of a huge community who want to see our elected representatives act on these important issues. That's what will be pressing in this meeting with our elected MP.

"At this meeting, we will ask how they intend to act and if we can have a follow-up meeting in the new year to learn what progress they've made to represent our views in Parliament.

Photo call / Interview Opportunity:
GetUp members will be attending the office of [NAME OF MP] at [INSERT LOCATION] on [TIME AND DATE]

For more information, please call [insert name], [insert number]

_____