



## ROLES OF CONGRESSIONAL STAFF

Each Member of Congress has staff to assist him/her during a term in office. Typically, Senators have larger staff than Representatives. Staffers are located both in the Members offices in Washington, DC and in their District (for Representatives) and State (Senators) offices. Senators from large states typically have several offices in their states. **It should be noted that each House Member gets an average of 150 phone calls per day; this fact alone illustrates the importance of Hill visits and District interaction. We must do everything possible to stand out and highlight our cause.**

### **Common House/Senate Staff positions:**

**Chief of Staff (CoS)** – He/she has overall responsibility for managing the Member’s office, including constituent requests, legislative proposals and political outcomes. Some offices title this position Administrative Assistant (AA.). This person usually is the top political staffer for each Member.

**Legislative Director (LD)** – The LD is responsible for monitoring the legislative schedule and makes recommendations on particular issues. The Legislative Director (or Legislative Counsel) is a senior position—typically the #2 staffer in a Congressional office. They monitor the Floor activity, Committee activities, local projects and issues important to the Member. In the Senate, the Legislative Director typically manages a staff of 13 to 17. In the House the Legislative Director typically manages a staff of 3 to 6.

**Legislative Assistant (LA)** – The Legislative Assistant focuses on various policy issues and often wields substantial influence on the Member’s positions on legislative matters. Larger congressional offices typically have several LAs who are responsible for various issue areas (i.e. LA for health issues, tax policy, education, etc.)

**Press Secretary or Communications Director (CD)** – The Press Secretary manages the Member’s relationships with the media and works to promote the Member’s views or positions on specific issues.

**Scheduler (Sch) or Appointment Secretary** – The Scheduler is responsible for allocating a Members’ time among the many demands that arise. He/she is often responsible for making travel arrangements, arranging speaking dates and coordinating visits to the district/state. Larger Congressional offices may have a Washington scheduler and a District/state scheduler.





# Lions Clubs International

## Example of Staff Hierarchy:

