

Health Legislative Assistant Assignment

In this Assignment, you'll be sharing the Look Back Look Ahead infographic with your Health Legislative Assistants (HLAs) to bring arthritis to the top of their agenda and establish yourself as a resource to them.

PART 1 | WHAT IS AN HLA?

Legislative Assistants are senior members of the policy team within a Congressional office. They conduct research and handle a specific issue area, like health care, education, defense, or immigration, to inform their boss's policies and legislative portfolio. The Health Legislative Assistant (HLA) will be your elected official's go-to subject matter expert on all the health issues their constituents have told them about.

The Health Legislative Assistant typically reports directly to a Legislative Director, who manages the policy team of an office. The Legislative Director then reports up to the Chief of Staff, who oversees the entire office and reports directly to the member of Congress.

Meeting with an HLA is a great opportunity to share your story with another subject matter expert. Getting your HLA's contact information is important so that you can send them a personal note when a new action item arises.

Chief of Staff

Handles how the office functions, like policies and procedures. The chief gets information from their staffers, and relays it on to the member of Congress.

Legislative Director

Manages the office's policy priorities and policy staff. They work directly with the member of Congress to establish priorities and strategy on a wide variety of topics.

Health Legislative Assistant

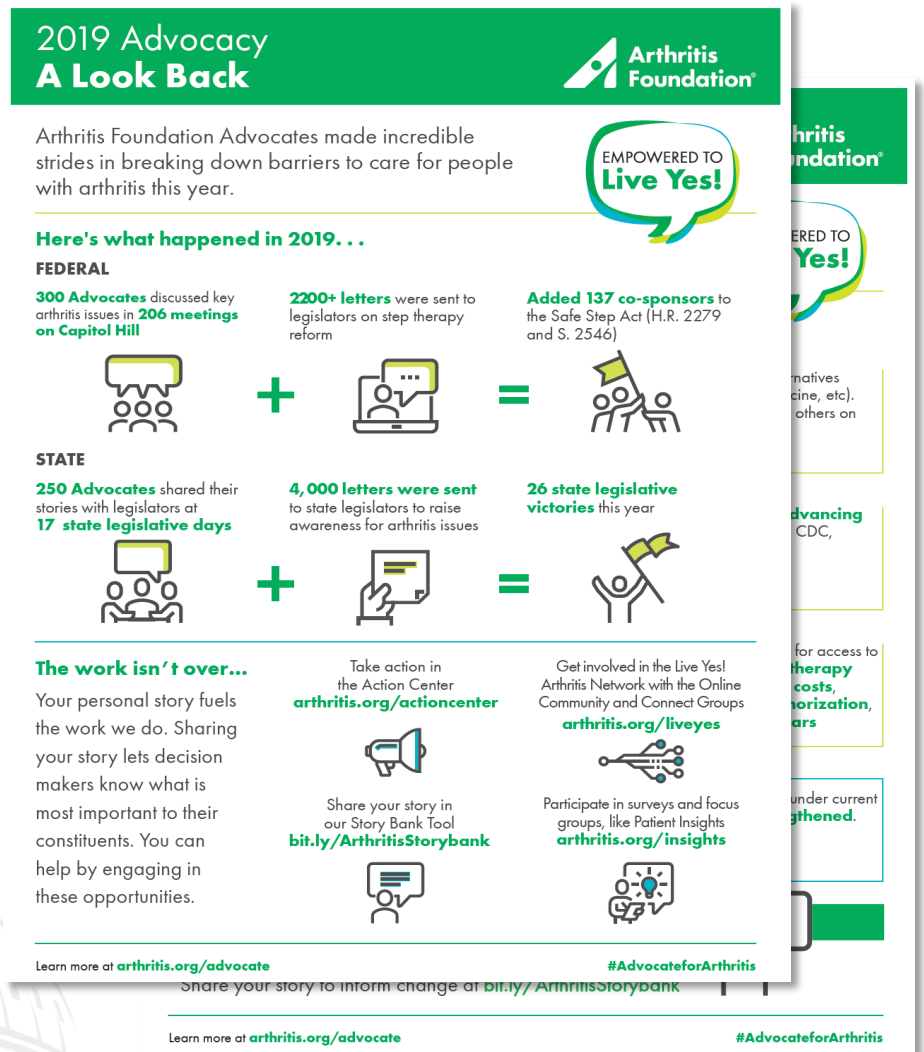
There are typically multiple Legislative Assistants that meet with constituents on an issue area, like health. HLAs conduct research and work with the Legislative Director to inform their member on key issues.

PART 2 | WHAT'S THE ASK?

Communicating directly with HLAs is a great way to educate your member of Congress about key arthritis issues and priorities.

The Look Back Look Ahead infographic illustrates what our Ambassadors accomplished in 2019, and what we're doing this year. Sharing it with your HLAs is an easy way to introduce yourself – if you haven't contacted them before – or reopen communication in the new year if you have.

As the year goes on and new action opportunities arise, contact your HLA to keep them up to date on all things arthritis advocacy.



You can review the Look Back Look Ahead infographic by visiting bit.ly/LookBackLookAhead.

PART 3 | GETTING IN TOUCH WITH YOUR HLAs

If you already have your Health Legislative Assistant's information, skip ahead to page 5.

In order to get your HLAs' contact information, you'll need to get in touch with your Senator and Representatives' offices. You can do this by visiting bit.ly/Legislator-Lookup and scrolling down to the Find Your Legislators tool. Send an email to their office and ask for the HLA's information. Check out the draft email on page 4.

Find Your Legislators

Find Politicians

Alexandria VA 22311

[Continue](#)

Visit bit.ly/Legislator-Lookup and enter your address and zip code in the "Find Your Legislators" box.

Directory

Your Federal Officials

- [President Donald Trump](#)
- [Vice President Mike Pence](#)
- [Senator Mark Warner \(D-VA\)](#)
- [Senator Tim Kaine \(D-VA\)](#)
- [Representative Don Beyer Jr. \(D-VA-008\)](#)

Your State Officials

- [Governor Ralph Northam \(D-VA\)](#)
- [Lt. Governor Justin Fairfax \(D-VA\)](#)
- [Secretary of the Commonwealth Kelly Thomasson \(D-VA\)](#)
- [Attorney General Mark Herring \(D-VA\)](#)
- [Senator Dick Saslaw \(D-VA-035\)](#)
- [Delegate Charmiele Herring \(D-VA-046\)](#)

[Compose Message](#)

You'll then be directed to a list of your federal and state officials, from your local Delegate, to the President of the United States.

Click on their names to learn more about them, including their alma mater, hometown, and staff list.

Once you're ready to send your message, click the grey box next to your official's name, and click "Compose Message".

You can then use the draft email on the next page to send a message to your officials.

PART 4 | Draft Email – Get in Contact with your HLA

Send this email to your congressional offices to get in contact with your HLA.

Once you've sent your email, don't forget to report your activity in the [Ambassador Reporting Center!](#)

Dear [Senator/Representative],

As a constituent and an Ambassador for the Arthritis Foundation, I'd like to share important arthritis priorities with your office. Can you connect me with the Legislative Assistant that handles health issues?

Arthritis is the number one cause of disability in the United States. It is a pervasive, debilitating disease, affecting 1 in 4 Americans, and 1 in 3 military veterans.

[Share your personal story here]

I'm looking forward to getting in contact with the person that handles health issues in your office.

Thank you,

[Ambassador Contact Information]

Draft Email – Follow Up with your HLA

Send this email to your HLA once you've received their contact information. If you're already in contact with them, skip the introduction and simply share the infographic.

Once you've sent your email, don't forget to report your activity in the [Ambassador Reporting Center!](#)

Dear [HLA's Full Name],

As a constituent and an Ambassador for the Arthritis Foundation, I want to introduce myself and share some information with you about the more than 54 million Americans living with arthritis. Arthritis is the number one cause of disability in the United States. It is a pervasive, debilitating disease, affecting 1 in 4 Americans, and 1 in 3 military veterans.

[Share your personal story here]

I'd like to share the Arthritis Foundation's Advocacy Look Back, Look Ahead document. This special infographic provides an overview of our 2019 accomplishments, 2020 goals, and how you can help improve access to care for people affected by arthritis. View the Look Back, Look Ahead by visiting bit.ly/LookBackLookAhead.

I look forward to working with you throughout the year to be a voice for people living with arthritis in our community.

Thank you,

[Ambassador Contact Information]