

Group Leaders Role Description

What's expected of a group leader?

1. Willingness to help build and lead a local group with or without co-leaders and/or leadership teams.
2. Participate in [Tuesday Zoom Meetings](#) (3-4 per month):
 - Tuesday before the second Saturday of the month - a briefing by CCL staff preparing group leaders and liaisons preparing you for the upcoming National Monthly Meeting.
 - No GL Call on the 1st Tuesday AFTER the Saturday National Monthly Meeting.
 - 2nd Tuesday AFTER the 2nd Saturday - group leaders attend state calls hosted by state coordinator(s) or network director.
 - 3rd Tuesday after the 2nd Saturday - our network directors and liaison coordinator led a briefing for group leaders.
 - If there is an extra Tuesday in the month, the network directors and liaison coordinator will provide a briefing for group leaders on that Tuesday as well.
 - **Note:** we record these calls and send meeting notes and the recording out to group leaders immediately following the call. If you can attend the call, you can read the notes and/or listen to the recording.
 - **Note:** There is no Tuesday call on the Tuesday immediately after the Saturday National Monthly Meeting.
3. Set up and facilitate the local CCL Group meeting, usually on the second Saturday of each month. See **“How do I run a meeting?”** below.
4. [Log your actions](#) in the Action Tracker for letters to the editor, meetings with your member of Congress or aides, outreach events, etc. You can delegate this to a detail-oriented volunteer! Encourage your chapter members to log their actions as well.

What if I need help with something?

[How to Start A Local Group Training](#) & [CCL Community Help Desk](#)

State Coordinator

Start by reaching out to your [State Coordinator](#).

Support for emerging group leaders

- elli@citizensclimate.org
- 804-475-6775 (text or call)
- Elli Sparks
- Sr. Dir. Field Operations

Where do I find group leader training?

Whether you're a new or experienced group leader, all the training you need to build and maintain your chapter is located in the [“Group Organizing & Mentoring” Training Topics](#).

Additionally, we facilitate live trainings via Zoom conference calls and conferences. See the [CCL Events calendar for the current schedule in the U.S.](#)

Examples:

- [What happens when someone new joins CCL?](#)
- [How do I edit my chapter roster?](#)
- [How do I run a meeting?](#)

How do I recruit more volunteers?

Supporters are the backbone of CCL! People want to help, be part of a team and exercise personal power, but they also have to balance their lives. To keep vibrant groups it is important to look for opportunities to add new volunteers, and here's a few tips to get you started:

See [“Recruiting For Your Local Group.”](#) In this training, you'll find information on how to find, recruit and talk about CCL to potential new members.