

LEADER'S ROUNDTABLE

Purpose: The primary focus of these regular strategy meetings will be to give priority to upcoming issues and establish (or review) a project proposal and timeline. The Roundtable may recommend the designation of project leaders to present to the Leadership Group for final approval.

Thursday Morning Meetings (3:00 p.m.):

- This meeting should be used to discuss the current political and legislative situation in order to propose projects for action to be assigned later by the Leadership. These assignments may be integrated into the policy development process, the Theme Team or a communications plan. The entire Leadership Group would review the proposals and make assignments at the next regular Leadership meeting on Tuesday, schedule an emergency meeting or a conference phone call.
- The development of a regular, systematic reporting on a broad spectrum of legislative activities from subcommittee hearings to executive transmittals to Congress would form an important information base for the Leader's Roundtable group.
- Reports could be made and discussions held of the current and anticipated activities of the Administration and Democrat majorities in Congress.
- A legislative timetable and events calendar would be maintained and updated for reference and scheduling when necessary.
- A legislative calendar should be presented outlining current and anticipated legislative activity. This calendar would present a "best-guess" statement of the broad spectrum of legislative activities.
- An events calendar should be presented including all anticipated dates for announcement of economic indicators; planned administration and congressional activities; international and national important dates or deadlines, etc.
- Summaries of current projects and activities would be ready for possible review and updates.
- A report and discussion of current activities of Administration and Democrat majorities in Congress.