

Material Advantage Congressional Visits Day

Common Terms

Chief of Staff

Runs the office and is the lawmaker's top advisor. Highest-ranking staff position in a congressional office.

Congressman/Congresswoman

Members of the House of Representatives are addressed by the title of Congressman or Congresswoman (followed by "name" from the "number" district of "state"), or Representative ("name" from the "number" district of "state").

Constituent

Person registered to vote in district.

Member of Congress

A person who has been appointed or elected and inducted into an official body called a congress, typically to represent a particular constituency in a legislature. The U.S. Congress is composed of the House of Representatives and the Senate.

MOC

Stands for Member of Congress (House or Senate).

Scheduler

The gatekeeper for the office. They set up meetings with the Congress Member and/or staffers.

Senator

Members of the Senate are addressed by Senator (followed by "name" from "state").

Legislative Staff

House or Senate staff holding any of the titles shown below.

Legislative staff hierarchy (from longest to shortest time in office):

- **Legislative Director**
Plans legislative initiatives and strategies; supervises other legislative staff. Highest-ranking legislative staffer in a congressional office.
- **Legislative Assistant**
Specializes in specific issues, monitors bills and committee meetings in those areas, drafts floor statements and speeches.
- **Legislative Aide**
Monitors pending legislation, conducts research, drafts legislation, gives advice and counsel, makes recommendations.
- **Legislative Correspondent**
Receives and responds to all constituent communications.