



Fact Sheet

Role of Constituency Assistants

Constituency Assistants (CAs) are a key resource for Members of the Legislative Assembly in fulfilling their representational responsibilities. CAs can be considered as the “eyes and ears” of a Member in his or her constituency.

The responsibilities of a CA may include:

- Managing the Member’s constituency office;
- Assisting constituents with problems and concerns;
- Liaising with municipal councils, community leaders and organizations;
- Preparing the Member’s constituency communications, including newsletters, *Hansard* clippings and radio spots;
- Drafting correspondence;
- Assisting with interpretation and translation as needed;
- Providing information on the Member’s activities and government initiatives and programs to constituents;
- Monitoring local radio for information of interest to the Member;
- Coordinating the Member’s schedule of events and meetings while in the constituency;
- Representing the Member at community events in his or her absence; and
- Informing the Member of developing issues in the community.