



### **JOB DESCRIPTION: ACTION and ADVOCACY CHAIR**

The LWVSFC Action and Advocacy Committee Chair is responsible for performing or delegating these tasks:

- Fulfill responsibilities in the LWVSFC Strategic Plan, coordinating with the Program Chair and others as required;
- Prepare agendas, materials and notes for committee meetings;
- Maintain an updated matrix or other documentation of prioritized community issues and associated League positions;
- Facilitate communication between subcommittees, if any, and the main group;
- Keep the board informed on committee activities, especially regarding community issues with respect to LWVSFC positions, and facilitate communication between the board and the committee;
- Ensure timely and comprehensive review of opportunities for action and advocacy and convey the committee's recommendations to the board. These recommendations may include educational action such as presentation of pros and cons of an issue or convening a community form, advocacy for or against an issue or no action by the League. In some cases, the League's action may need to be undertaken by or shared with the Voter Services Committee or another LWVSFC committee or board member;
- Canvas the committee regarding the relevance of local positions and the members' recommendations for new or updated positions and ensure that prioritized recommendations are presented at the annual program planning meeting;
- Maintain documentation of the committee's processes and accomplishments and prepare an annual report as directed by the board.

The A&A Chair serves as a LWVSFC representative on the LWVNM Action Committee and monitors LWVUS action and advocacy. When there is a "Call to Action" from the LWVUS, LWVNM, or LWVSFC board, the A&A Chair assists the President and other board members with the response as requested. S/he cooperates with the board, particularly with the Public Relations and Communications Chair(s), on action programs such as letter writing campaigns and other advocacy initiatives for issues on which the LWVSFC has a position.

The A&A Chair facilitates a smooth transition to the incoming chair, transferring all relevant files and materials and providing any other assistance as requested.

The A&A Chair needs knowledge and understanding of:

- Local, state, and national League positions;
- League processes for study, action, and advocacy;
- Issues in the community in a historical context.

## **ACTIVITY SCHEDULE**

### **MONTHLY:**

Convene Action and Advocacy Committee meetings, sending the agenda and other relevant materials to members before the meeting if possible. Meetings shall, as available or necessary, include:

- reports from observers at city, county, public schools and community college board/commission meetings;
- reports from members monitoring or studying particular issues, especially those prioritized "high";
- reports from the board regarding the committees' activities and priorities; and
- discussions that focus on appropriate League action or advocacy.

Prepare meeting summaries and distribute them to committee members.

Prepare a report to the board of committee activities (meeting notes may suffice). Post (or have posted) each report on the LWVSFC website A&A page after each board meeting.

Write (an) article(s) for the Voter as needed.

Keep committee materials such as the matrix and flowchart up-to-date and useful as tools for the committee and communications with others.

### **AS NEEDED:**

Convey any committee recommendations for action or advocacy to the board and any board requests for information or recommendations from the board to the committee. Follow up as needed.

At the president's direction, respond to any calls for action from LWVUS or LWVNM, coordinating with other board members as necessary.

For any month in which the committee does not meet, facilitate communications within the committee and between the board and the committee.

### **JUNE/JULY/AUGUST:**

Begin to review the priority matrix for changes in issues, status, priorities, member assignments as needed, creating a subcommittee if needed. As part of the review, begin to compile program items to propose at the annual program planning meeting.

### **SEPTEMBER:**

Approve the revised matrix for presentation at the September board meeting. This should include a fundamental review of the committee's priorities for the current League year, if this has not been done since the Annual Meeting.

### **DECEMBER (or at least two months before the program planning meeting is scheduled):**

Continue to compile suggestions for program items at the program planning meeting early the next calendar year, creating a subcommittee if needed.

### **JANUARY:**

Conclude the discussion of program planning recommendations as well as appropriate follow-up in preparation for the program planning meeting. Follow-up might include efforts such as a search for chairs for proposed studies, preparation of brief descriptions of proposed studies, and other needed activities and materials.

**MARCH/APRIL:**

Draft an annual A&A report, circulate it to members for comments, and finalize and submit it to the board for presentation at the Annual Meeting.

**APRIL/MAY:**

Facilitate transition to the new chair if needed.