

## **RESPONSIBILITIES OF THE VICE PRESIDENT FOR LEGISLATIVE ACTION**

Bylaws: ARTICLE X, Section 10, ARTICLE V, Section 5

### Elected Officer

Chair of the Legislative Action Committee which consists of one (1) voting member from each Zone designated by the Zone.

The Vice President for Legislative Action shall:

1. Call and conduct all meetings of the Legislative Action Committee necessary to carry out the development and preparation of the Association's legislative goals.
2. Organize and direct the activities of the members of the Legislative Action Committee to the end that all zones of the Association will be fully informed for effective and appropriate action.
3. Review congressional and state legislation programs, noting the measures which Merit support or opposition by the Association.
4. Have direct charge of any action to promote and to support any favorable federal and state legislation and any effort to oppose or to amend any legislation that is unfavorable to the welfare of the Association's membership.
5. Assist the ten Zone Chairs in disseminating legislative materials and information to all local units in each zone so that the entire membership is informed.
6. Report legislative matters to the Executive Board as well as other relevant items that reflect the majority opinion of the Legislative Action Committee concerning actions deemed necessary to fulfill the Association's goals.
7. Keep the entire membership informed through articles in *YORK STATE* and other bulletins necessary in carrying out legislative goals of the Association.
8. Report the year's Legislative Action Committee activities at the Association's Annual Meeting.
9. Contact legislators to inform them of our bills, to answer their question, and to ask for their positions on pending legislation and for their support for our legislative proposals.
10. Recruit local Legislative Advocates and May Lobby Day Legislative Advocates.
11. Coordinate political action, i.e. respond to "Alerts."

12. Coalesce with other organizations whose goals are similar to those of the Association.
13. Keep a file of materials, i.e. letters, fact sheets, Committee meetings, etc., to pass on to the next Vice President for Legislative Action.
14. See to it that each Zone President and Legislative Action Zone Chair is provided with a DIRECTORY of all legislators early in February of each year.
15. Report to the delegates at the Association's Annual Meeting and report to the membership at large through articles prepared for *YORK STATE*.
16. Attend meetings of the Resolutions Committee, serving as a non-voting advisor on proposed resolutions that affect Legislative Action.
17. Prepare a report to the President of the Association, when attending conventions on behalf of the Association
18. Provide training materials for Zone chairs.
19. Maintain regular e-mail and phone contact with the Albany office.
20. Update the President on activities of the Legislative Action Committee.
21. Encourage Zone chairs to do training sessions for Legislative Advocates.
22. Recognize the outstanding Zone chairs and Legislative Advocates.
23. Perform other duties as the President may direct.

Revised February 2012

What may seem like wasted space in this spot is intended to provide integrity to the material on the pages following.

## **RESPONSIBILITIES OF THE ZONE LEGISLATIVE ACTION CHAIR**

1. Attend all meetings of the Association's Legislative Action Committee.
2. Report concerns of your Zone and Units to the Legislative Action Committee for discussion and action.
3. Thoroughly inform your Zone, including local Units, of legislation and action needed to carry out the Association's goals.
4. Organize your Zone and units' Legislative Advocates' procedures to insure that each legislator in his/her area is informed of the Association's position on proposed legislation.
5. Give a legislative report at each Zone meeting; and, at the appropriate time, to give your membership the names and addresses of all legislators in your Zone as well as the names and addresses of the legislative leadership and appropriate legislative committee chairs.
6. Recruit new Legislative Advocates.
7. Recruit those who would attend Albany Lobby day from the Zone, and to provide a list of these workers to the Vice President for Legislative Action.
8. Respond to the "Alerts" sent by the Vice President for Legislative Action.
9. Keep a file of materials to pass on to your successor.
10. Train the Legislative Advocates in your Zone.
11. Assign Legislative Advocates into three (3) person teams.
12. Provide the Vice President for Legislative Action with your reaction sheets on lobbyists' visits.
13. Maintain contact with the Vice President for Legislative Action.
14. Alert the Vice President for Legislative Action if there problems with any Legislative Advocate.
15. Make phone calls to any Legislative Advocates who have not sent in their reaction sheets.
16. Perform other duties such as the Vice President for Legislative Action may direct.

## **RESPONSIBILITIES OF THE UNIT LEGISLATIVE ACTION CHAIR**

1. Maintain regular contact with your Zone Legislative Action Chair.
2. Disseminate information at your Unit meetings sent to you by your Zone Legislative Action Chair.
3. Assist your Zone Legislative Action Chair in organizing lobbying visits to the home offices of your area legislators.
4. Keep a file of materials and information to pass on to your successor.
5. Prepare for your visit to your local legislator, by studying the materials in your Legislative Advocate's Packet.
6. Get your legislative reaction sheets to your Zone Legislative Action Chair shortly after your visit.
7. Alert the Zone chair if there are problems in making visits to the local legislators.
8. Join a team of three people to visit legislators.
9. Make note of any questions you were able to answer for the legislator at the legislative visit and get back to the legislator with an answer.
10. Write a "thank you" note to the legislators you visit.
11. Perform other duties as the Zone Chair for Legislative Action may direct.

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