

Chapter Legislative Ambassador

Position Description

The chapter legislative ambassador is the liaison in legislative matters between the MARSP leadership and your Michigan legislators (Representatives and Senators) who serve your geographical chapter area. A person in this position will be informed of MARSP positions on legislation by the MARSP office and, in turn, **represent the concerns of the MARSP organization** with regard to legislative matters. The ambassador will do his or her best to support and explain the rationale for the position taken. The MARSP Website, Legislative Update, *VANGUARD* and Red Alerts are available sources of information.

Duties

- I. Be prepared to be the communicator between the leadership of MARSP, and your Michigan representative(s) and senator from the MARSP chapter district.
 - A. Maintain an up-to-date file of current legislative issues.
 - B. MARSP *VANGUARD* Directory, Ambassador list and Citizen's Guide to State Government should be near your phone and/or desk.
- II. Be knowledgeable of Capwiz and able to respond accordingly.
- III. Attend when possible local political events, community forums, or make political contacts.
- IV. Communicate in coordination with the legislative chairman with chapter members.
 - A. Encourage participation in the process by impressing upon the members the importance of taking part. If members do not take part in the decision-making process, the decisions will be made without their contributions.

- B. Educate the members in effective ways and the necessity of communicating with legislators.
 - Face-to-face
 - Phone calls
 - Email
 - Letters
 - Chapter fan-out (emergencies)

- V. Submit a summary report annually.

Characteristics of a Chapter Legislative Grassroots Ambassador

- Be computer literate to receive MARSP updates. MUST have email access to receive MARSP legislative updates and Red Alerts.
- Possess a keen interest and desire to participate in the political process.
- Possess ability to communicate to legislators in a bi-partisan manner.
- Possess good communication skills – writing and speaking.
- Possess good organizational skills.