

Chapter Legislative Chairman

Position Description

The legislative chairman is the liaison in legislative matters between chapter members and MARSP leadership. A person in this position will be informed of MARSP positions on legislation by the MARSP office and, in turn, represent the concerns of chapter members with regard to legislative matters. In those cases where MARSP leadership has taken a position, it is expected that the chairman will do his/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

1. Collect information from chapter members about their needs which call for legislative action.
2. Provide information to chapter members about proposed and existing legislation which will have a bearing on the quality of life, explaining positions taken by the MARSP Board.
3. Communicate 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. Have a place on each chapter meeting agenda and be prepared with a **clear and concise** report.
 - C. Submit pertinent information in written form for the chapter newsletter.
 - D. Assist the members in ways of communicating with those who make the decisions and legislate.
 - 1) Bring post cards to a meeting to be completed by individuals on the spot. Do not use identical wording which everyone copies.
 - 2) Provide telephone numbers to be called and addresses of legislators to be contacted in writing.
 - 3) Circulate petitions, however, letters or calls are better.

- E. Provide a means of receiving input from the membership.
 - F. Create a fan-out for use when quick action is needed.
4. Be prepared to communicate with the leadership of MARSP, and Michigan government.
- A. Maintain an up-to-date file of current legislative issues.
 - B. MARSP *VANGUARD* Directory and Citizen's Guide to State Government should be near your phone and/or desk.

Characteristics of a Chapter Legislative Chairman

1. Possess a keen interest and desire to participate in the political process.
2. Possess ability to report in a bi-partisan manner.
3. Possess good communication skills.
4. Possess good organizational skills.
5. Be computer literate to receive MARSP updates.