Position Description
Public Policy Coordinator (PPC)

LENGTH OF SERVICE:

- This position is elected as the Public Policy Coordinator-Elect for a 2-year term.
    - The succession of this position is Public Policy Coordinator-Elect > Public Policy Coordinator.
    - This position is a voting member of the Board of Directors when in the PPC position.

COMMON DUTIES OF THE TEXAS ACADEMY LEADERSHIP TEAM:

- Participate in leadership training and turnover meetings at the beginning of and perhaps prior to fiscal year.
- Contribute to Board of Director (BOD) meetings as per bylaws.
- Support the strategic plan and activities of Texas Academy of Nutrition and Dietetics (Texas Academy).
- Submit reports to the President and Executive Director as per master calendar.
- Submit suggested revisions for position descriptions, policies and procedures to President, Executive Director, and President-Elect prior to the last BOD meeting.
- Provide leadership and direction to his/her committee chairs as section leader.
- Receive and compile reports from committee members and Submit respective reports to the President, Board of Directors and Executive Director.
- Submit budget requests, as appropriate
- Be fiscally responsible for expenditures in his/her section.
- Complete conflict of interest statement on a yearly basis.
- Participate in the annual evaluation of Texas Academy contractors (Executive Director, Sponsorship Coordinator, and Lobbyist).
- Make recommendations for nominations and awards.
- Train incoming Texas Academy leadership members for the next fiscal year.
- Manage electronic files and transfer documents to incoming leadership members to facilitate continuity of service for the next fiscal year.

POSITION RESPONSIBILITIES - PPC-ELECT:

- Attend and participate in the Legislative and Public Policy Committee (LPPC) and Texas Academy board meetings.
- Gather, compile, and share legislative updates from committee members, including federal legislation updates, with the general membership through communication channels such as Slack, social media, and Grassroots News.
- Meet with members of Congress and report back to Academy legislative staff, Texas Academy BOD and LPPC.
- Attend Academy Affinity Group Meetings as assigned.

POSITION RESPONSIBILITIES-PPC:

- Lead the Texas Legislative and Public Policy Committee (LPPC). The following cadence is suggested for regular meetings:
    - Membership years with a Texas Legislative Session: Monthly

    - Membership years with non-legislative session years: Quarterly
- Stay informed about the Academy supported federal legislation.
- Share federal legislation and advocacy opportunities with the membership.
- Develop the affiliate's annual public policy plan of work.
- Serve as the federal legislative connection with the Academy legislative staff.
- Meet with members of Congress and report back to Academy legislative staff, Texas Academy BOD and LPPC .
- Coordinate/attend federal legislative activities, such as Nutrition and Dietetics Advocacy Summit, as able.
- Assist affiliate members with developing constituent relationships with members of Congress and their staff
- Complete and promote action alert participation among the affiliate board, LPPC, and membership; monitor metrics and identifying strategies to increase participation
- Perform other duties as assigned by Affiliate President or requested by Academy legislative staff.
- Attend Academy Affinity Group Meetings as assigned.