JOB DESCRIPTION: Public Policy Coordinator

Length of Term: Elected by the membership. Serves for 3 years

Voting: Voting member of the Board

Role:

The Public Policy Coordinator (PPC) role is to educate affiliate members on the federal legislative and public policy issues that affect their area(s) of practice. The PPC is the key connection between the Academy Policy Initiatives and Advocacy (PIA) staff and your affiliate leaders. The PPC is encouraged to coordinate and facilitate the PPP meetings.

Responsibilities:

Ongoing

Schedule and facilitate PPP meetings.

Lead effort on expanding grassroots member volunteer base in home state. Assist affiliate members with developing constituent relationships with members of Congress.

Participate on monthly Academy Public Policy Open Forum webinars and quarterly informational webinars.

Provide affiliate members with timely public policy updates (example, quarterly newsletter).

Coordinate effort to have affiliate members attend at least 5 in-district events (town hall, tele-town hall, PAC event) per year.

Coordinate federal legislative affiliate activities.

Coordinate federal action alerts using approved PIA message and sends “Call to Action” to members.

Provide instruction on, encouragement and reminders to respond to action alerts utilizing the Academy’s Grassroots Manager.

Identify policy presentations to be included on agenda at annual affiliate meetings/conferences.

Monitor action alert metrics and identifies strategies to increase member participation.

Attend PPW. June

Attend Academy PPC position training webinar.

June

Attend Academy public policy and advocacy orientation training webinar.

Identify members of the PPP and develop a committee roster.

Summer

Lead the development of affiliate annual public policy plan of work.

Present goals and priorities to affiliate board for approval.

Create a communications plan mapping out how information will be conveyed to affiliate board of directors, members and Districts (if applicable).

Identify one affiliate member liaison in each congressional district to be the key contact for policy issues with member of Congress.

Identify one affiliate member to be an expert in each of the priority areas.

Plan for congressional district meetings during August work period -schedule meetings with Congress members, involve members and develop a plan for "Take Your Member of Congress to Work" campaign.

Schedule and participate on conference call with Academy Director, Grassroots Advocacy – include PPP members. Summer/Fall Schedule and attend meeting with Academy Director, Grassroots Advocacy at FNCE® Fall Communicate with PPW affiliate attendees. S

Spring

Set up congressional meetings to be conducted during PPW, facilitate meetings and follow-up communications.