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**Position Description**

**Position:** Public Affairs Committee Member

**Purpose of Position**: Advocate on behalf of volunteers and leaders of volunteer programs on issues of importance to promoting volunteerism and advancing the profession of volunteer administration. Study and provide information/education on public affairs issues of interest to MAVA Members.

**Accountable To:** Public Affairs Chair

**Term:** 1 year

**Responsibilities**:

1. Participate in Public Affairs Committee meetings.
2. Work with committee to solicit information from MAVA Members and others on timely public affairs issues impacting MAVA Members and the volunteer community.
3. Work with committee to make recommendations to the MAVA Board and Membership with regard to MAVA’s platform and public affairs positions.
4. Work with committee to implement advocacy actions as indicated in the public policy platform.
5. Work with committee to develop plan for communication to membership when rapid response is needed. Provide rapid response on legislation and public policy issues.
6. Identify strategic partnership opportunities for MAVA, especially in relationship to units of government.
7. Collaborate with other organizations across the state to achieve goals.

**Skills Needed**:

1. Experience or interest in public affairs work, grassroots organizing or advocacy
2. Interest in or knowledge of legislative process
3. Ability to collaborate with other organizations
4. Excellent written and oral communications skills

**Benefits:**

1. Experience in advocating on issues of importance to volunteerism.
2. Make contacts with key leaders across state.
3. Enhance management skills through a leadership position in a statewide association

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