**Position Description**

**Position:** Public Policy Chair

**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 policy issues of interest to MAVA Members.

**Accountable To:** Chair, Board, and Membership

**Term of Office**: 2 years

**Time Commitment:** 2 hours a week

**Responsibilities**:

1. Be an active member of the MAVA Board.
2. Be a paying MAVA member.
3. Recruit and provide leadership to Public Policy Committee.
4. Organize regular committee meetings and keep minutes or notes to be sent to Secretary.
5. Solicit information from MAVA Members and others on timely public affairs issues impacting MAVA Members and the volunteer community.
6. Make recommendations to the MAVA Board and Membership with regard to MAVA’s platform and public policy positions.
7. Implement advocacy actions as indicated in the public policy platform.
8. Develop plan for communication to membership when rapid response is needed.
9. Provide rapid response on legislation and public policy issues, consistent with MAVA’s Policy on Taking Public Positions.
10. Learn about lobbying/advocacy laws, regulations and policies pertaining to MAVA and 501(c)(3) organizations and assist MAVA to remain in compliance through education and reminders.
11. Communicate with MAVA Board Chair or Executive Director for agreement on sending actions alerts or communication with legislators prior to representing MAVA’s position on issues.
12. Work with marketing volunteer to communicate and educate on policy issues and trends affecting volunteerism to elected officials, government leaders and other public leaders.
13. Identify possible funding sources for MAVA and work closely with Fundraising Chair to seek appropriate grants.
14. Identify strategic partnership opportunities for MAVA, especially in relationship to units of government, and work closely with Strategic Directions Committee to formalize partnerships and collaborations.
15. Collaborate with other organizations across the state to achieve goals.
16. Submit annual budget request.
17. Attend MAVA Board meetings and prepare committee reports as necessary.
18. Maintain accurate and complete records.
19. Assure accurate and timely information related for MAVA annual report, newsletter and website.
20. Orient new Public Policy Chair to position and transfer records and materials.
21. Make and follow through on donation pledges to MAVA to actively support fundraising efforts.

**Skills Needed**:

1. Experience in public policy work, grassroots organizing or advocacy
2. 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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