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***Legislative Advocacy Position Description***

***Minnesota Association of Healthcare Volunteer’s mission is to provide members with opportunities to share ideas, develop leadership skills, and promote volunteer services that support Minnesota’s health care facilities***

***Minnesota Association of Healthcare Volunteers vision is to be the premier leader, partner, and resource for healthcare volunteers and auxilians***

**The Legislative Advocacy Chairman and committee members work with the Minnesota Hospital Association (MHA) and *LeadingAge* MN to plan and promote the Minnesota Association of Healthcare Volunteers’ Legislative Day at the Capitol, and to support the advocacy agenda of the Minnesota Hospital Association and *LeadingAge* MN.**

**Term**

The Legislative Advocacy Chair is appointed by the President. Term of office begins at the November Board Meeting.

**Responsibilities**

* Plan and promote the Minnesota Association of Healthcare Volunteers’ Legislative Day at the Capitol
* Take leadership for supporting the advocacy agendas of the Minnesota Hospital Association and *LeadingAge* MN
* Seek partnership opportunities to promote and expand advocacy
* Attend Leadership Board Meetings and other meetings, as requested by the President

**Expenses**

Expenses will be reimbursed consistent with the current Standing Rules to include expenses for Legislative Day.

**Qualifications**

* Knowledge of and commitment to the mission and vision of the organization
* Organizational leadership experience
* Willing to commit time and travel
* Written and oral communication skill
* Technology expertise (e-mail, document preparation)

**Benefits**

Satisfaction that comes with service

Opportunities for personal growth and development

**Time Commitment**

November

* Attend Board Meeting
* Prepare, send, and present Advocacy Report at the Board Meeting
* Write and send advocacy article for the Website
* Prepare and disseminate “save the date” information for Legislative Day
* Confirm hotel and catering for Legislative Day
* Confirm speakers for Legislative Day

 December/January/February

* Prepare and send marketing materials for Legislative Day
* Organize registration process for Legislative Day
* Prepare and send Advocacy Report for Board Meeting, if scheduled
* Monitor Legislative Session and send action alerts to the Board, as appropriate
* Write and send advocacy article for the Website

March

* Prepare and send Advocacy Report for the Board Meeting.
* Seek assistance from MHA and *LeadingAge* MN with making appointments for legislative visits for those attending Legislative Day
* Convene and enjoy Legislative Day
* Recognize all who help make Legislative Day happen
* Prepare Legislative Day evaluation report, send to the Board
* Continue to monitor Legislative Session and send action alerts to the Board and membership

May

* Continue to monitor Legislative Session and send action alerts to the Board and membership

June

* Prepare and send Advocacy Report for the Board Meeting to include a summary and evaluation of Legislative Day
* Set date for the next Legislative Day with MHA and *LeadingAge* MN
* Reserve hotel and catering for the next Legislative Day

September

* Attend if possible the Conference and Annual Meeting
* Prepare and send Advocacy Report for the Board Meeting