

DIRECTOR

I. STATEMENT:

The Director shall be responsible for the assignments of their Co-chairs and other assignments as made by the President. Director is an elected officer and a member of the Executive Board, Executive Committee and Resolutions Committee.

II. DUTIES:

- A. To attend all meetings of the Council and the Board of Directors.
- B. To be familiar with WSLC bylaws, General Membership Standing Rules and Board of Directors Standing Rules
- C. To attend interim legislative committee or sub-committee meetings of the State Legislature.
- D. To act as Board liaison for the assigned Legislative Committee.
- E. To be responsible for any resolutions coming from their Legislative Committee.
- F. To write a "thank you" letter to each speaker and include a copy of the Bulletin.
- G. To deliver a file containing all materials pertaining to the work of this office, including this job description, to the Policy Chair.

III. PROCEDURES:

- A. Attend all assigned Legislative Committee meetings.
- B. Attend the assigned Interim Committee meetings of the State Legislature.
- C. Retrieve all information from the State Legislative website pertaining to their assignments.
- D. Direct and assist the Legislative Committee Co-chair in the selection of subjects to be discussed and the speakers and ensure objectivity in these choices.

- E. Assist the Co-chairs, in seeking out and reminding those Legislators who have agreed to be speakers at the General Membership Meeting and commutate with the President.
- F. Assure copies of proposed resolutions and letters to the Legislators are prepared and available to the Resolutions Committee. The number to be determined by the average attendance.
- I. The Directors shall provide copies of any adopted committee resolution to the Resolutions Committee.

IV. RESPONSIBILITIES FOR DIRECTORS & CO-CHAIRS:

A. Preparation for meetings:

1. To be familiar with a bill or issue before finding speakers to discuss it. Have an alternative program for discussion of the issue, if speaker or speakers don't show. Be familiar enough with the bill that you can present both sides of the issue in case of "no show".
2. Call prospective pro and con speakers or those with a variety of approaches, opinions, or ideas on the same issues.
3. Submit to the Board of Directors proposed topics and programs for the assigned General Membership Meetings and assigned by the President.
4. Be specific concerning the subject to be covered, the date and place of the meeting, the time allocated for the speech, and acquaint them briefly with the purpose of the Council.
5. Obtain brief biographical sketch concerning the speakers for introduction to the General Membership Meetings.
6. Confirm by letter, email or telephone one day before the meeting.
7. Contact top individuals of companies, organization or agencies, who generally are cooperative and anxious to come. If they can't come they may suggest someone else. Sometimes they may suggest a speaker for the opposing side.

B. Conducting the General Membership Meetings:

1. Give the timekeeper the time allotted to each speaker.
2. Have contact information available to call Legislator and speakers who are running late.
3. After the President has conducted the General Membership Meeting briefly introduce the speakers and topic to be discussed to the General Membership. Provide information concerning time allotment, asking questions, etc.
4. Give equal time to both sides of the issue. Allow as much time as possible for questions from the members, who are reminded to state their names, organization, reminding them they are not to make statements.
5. State the rebuttal time allotted to each speaker and to the question-answer period. The Timekeeper gives visual warning when time has expired.
6. If a resolution is to be considered, excuse the speakers, then hold the discussion and disposition of the resolution according to the Bylaws and printed instructions.
7. Keep a file of dated copies of all resolutions and letters proposed by the committee, noting whether or not they passed.

V. BIENNIAL REPORT:

A report of the work of the Director to be submitted at the biennial business meeting. There shall be four (4) copies submitted, one (1) to remain with Policy Chair for the Board Handbook, the remaining three (3) copies to be distributed to the President, Recording Secretary and Historian

FOR REFERENCE:

A complete set of the job descriptions is contained in the Executive Handbook which are in the possession of the President, President-elect, first and second Vice Presidents, Recording Secretary, Parliamentarian, Policy Chair and Immediate Past President

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DATED: Proposed June 2009

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Drafted August 2013

Adopted March 19, 2014

