

LEGISLATIVE STUDY COMMITTEE – REPORTER

I. STATEMENT:

The reporter reports the meetings and programs of the Legislative Study Committee to which she has been assigned. She is appointed by the president with the approval of the Appointments Committee. She is a member of the Bulletin Committee.

II. DUTIES:

- A. To attend all meetings of the Council and Legislative Study Committee.
- B. To attend Interim Legislative Committee or Sub-committee meetings if requested by the Director of the Legislative Study Committee.
- C. To record the minutes of the committee meetings.
- D. To be familiar with WSLC Bylaws, General Membership Standing Rules and Executive Board Standing Rules.
- E. To deliver a file of all pertinent material including this job description at the end of the biennium to your committee chairman.

III. PROCEDURES:

- A. Be available to call the study committee meeting to order in the event the co-chairs and the advisor is unavoidable detained. Notify a member of the Executive Board of the situation.
- B. Meet with the chairman and the advisor to discuss and determine respective duties.
- C. Obtain from the chairman a form containing pertinent information necessary for the accuracy of the reports to be sent to the bulletin editor.
- D. Include in your reports to the bulletin editor the committee name and the names of the chairman, reporter and advisor; the title of the study topic, the correct full names and titles of the speakers, the party affiliation of the speaker if he/she is a legislator. Place the names on the top of or outside of your report.
- E. Submit these reports to the bulletin editor by due date after a committee meeting with the approval of the one of the committee co-chairs.
- F. Notify the first vice president in the event that you cannot take minutes at any study committee meeting.
- G. Use tape recorders, however, take notes of the speeches during the meeting to augment the tape. Should a speaker have a written speech, he/she may be very happy to furnish you with a copy should you inquire.
- K. Be concise and precise; brevity is of the essence. Record only what the speaker said, not the opinion of the reporter. Be objective.
- L. Attend Board Meetings if you so desire. You are welcome.

IV BIENNIAL REPORT:

A written report of the work done by the Legislative Study Committee reporter is to be submitted at the time of the biennial business meeting. Their reports will be given to the Legislative Study Committee Director to be incorporated with their reports. There shall be four (4) copies, one (1) to remain with the Board Handbook and handed to the policy chair and three (3) copies to be given to the recording secretary.

FOR REFERENCE:

A complete set of the job descriptions is contained in the Executive Handbook which is in the possession of the president; the president-elect; the first and the second vice presidents; the recording secretary; the parliamentarian; and the policy chair.

DATED: June 2009

Adopted March 19, 2014