

LOBBYING COMMITTEE

I. STATEMENT:

The committee is responsible for preparing meetings and workshops to train WSLC members and others in the parliamentary procedure and in the legislative and lobbying process. The committee advisor is the President-elect and the Public Relations Chair also serves on this committee. The chair of this committee is appointed by the President and approved by the Executive Board.

II. DUTIES:

- A. To chair and arrange for the following functions:
 - 1. The parliamentary workshop which is opened to the public and all member organization presidents.
 - 2. The lobbying workshop.
 - 3. The legislative process discussion by a legislator at a Council General Meeting.
- B. To review the orientation letter that is sent to members at the beginning of the biennium as requested by the President.

III. PROCEDURES:

- A. Set the dates and times for the three meetings as assigned above.
- B. Plan the agenda for the two workshops and prepare handouts at the general meeting, containing information concerning the meetings and the registration for them.
- C. Determine the costs of the workshops and set the charge for each member who attends, in order to defray the expense involved in presenting the workshops.
- D. Arrange, at the beginning of the biennium, the Capitol Building tours of the legislative offices and chambers and act as guides for the delegates.
- E. Keep a record of lobbying activities of the Legislative Committees and/or Council.

IV. BIENNIAL REPORT:

A report of the work of the Lobbying/Public Awareness Committee shall be submitted at the biennial business meeting. There shall be four (4) copies submitted, one (1) to remain with the Policy Chair for the Board Handbook and 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 Handbooks which are in the possession of the President, President-elect, first and the second Vice Presidents, Recording Secretary, Parliamentarian, Policy Chair and Immediate Past President.

Drafted August 2013 **save this job description not in use 2013.**

1.