

National Issues Chair

I. STATEMENT:

The National Issues Committee shall consist of a co-chair representing the two major political parties. The committee shall be responsible for national issue programs during the biennium. The advisor shall be the immediate past president. The co-chair shall be appointed by the president and approved by the Appointment Committee.

II. DUTIES:

- A. To be familiar with WSLC Bylaws, General Membership Standing Rules and Executive Board Standing Rules.
- B. To attend all meetings of the Council and the Executive Board.
- C. To attend seminars and workshops where appropriate.
- D. To prepare for and conduct the program of the Council General Meeting the first week of October or as determined by the Executive Board.
- E. To keep Council members aware of what is happening nationally.
- F. When hot issues are being voted on, let the Council members know and instruct how to write, phone or contact representatives in congress.

III. PROCEDURES:

- A. Meet with committee and assigned advisor, and determine issues of national concern for a Council General Meeting, generally held in September.
- B. Become familiar with the bill or issues before asking speakers to discuss it.
- C. Prepare for meeting:
 - 1. Contact speakers representing both sides of the issues, or those with a variety of approaches, opinions, or ideas on the same issue.
 - 2. Be specific to the speakers 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.
 - 3. Obtain a brief biographical sketch concerning the speaker for his/her introduction to the Council General Meeting
 - 4. Confirm by letter and/or additional telephone calls with the speakers or his/her secretary before the day of the meeting.
 - 5. Contact top individuals of companies, organizations or agencies, who generally are cooperative and anxious to come.
- D. Conduct the program section of the Council General Meeting.
 - 1. Remind the reporter to record the speech.
 - 2. State the time allotted to each speaker and to the question-answer period. Have the timekeeper give visual warning.
 - 3. Give equal time to both sides of the issues. Allow as much time as possible for questions from the members who are to be reminded to stand, state their name and organization, and to ask the question without long prefatory remarks.
 - 4. Introduce the speakers and the topic to be discussed.

- E. Inform the publicity chair as to the program and the speakers that will be coming for the Council General Meeting.
- F. Check and approve the general session report's report before it is submitted to the bulletin editor.
- G. Remember to write a "thank you" letter to each speaker and include a copy of the Bulletin that contains a summary of his/her remarks.

IV. BIENNIAL REPORT:

A report of the work of the Nation Issues Committee will be submitted at the biennial business meeting. There shall be 4 copies made, one in the Executive Handbook to be handed to the Policy Chair and three 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, President-elect, first and second Vice Presidents, Recording Secretary; Parliamentarian; Policy Chair and Immediate Past President.

Dated: July 2013

Adopted March 19, 2014

