

STATE PUBLIC AFFAIRS CHAIRWOMAN

JOB DESCRIPTION

Term of Office:	As Specified Appointment by NCJW President
Supervisor:	State Public Affairs Coordinators
Department:	Public Policy/Washington Office

DUTIES AND RESPONSIBILITIES

LEGISLATIVE & ADVOCACY:

- ▶ Serve as liaison between NCJW and sections on legislative issues.
- ▶ Determine your state's public policy issues for the year with state SPA committee, and in accordance with NCJW mission and resolutions.
- ▶ Monitor statewide legislative and public policy priority issues, and coordinate state-wide legislative initiatives, related to NCJW mission and resolutions.
- ▶ Establish and maintain lines of communication with both state and national legislators.
- ▶ Organize an NCJW state event at least once during the triennium.
- ▶ Serve or appoint *appropriate* persons as representative for NCJW in statewide coalitions that enhance NCJW advocacy efforts.

STATE RESPONSIBILITIES:

- ▶ Establish a State Public Affairs Committee with representatives from each section in your state. In single section states, establish a committee from the section.
- ▶ Develop and maintain on-going communications with all sections in your state. (Mailing list should include: section and branch presidents; VP's of Public Affairs; NCJW Board members; Commissioners; etc. possibly VP's of Community Service.
- ▶ Develop leaders in section advocacy. Identify potential SPA vice chairwomen

and inform SPA coordinators.

- ▶ Serve as resource and clearinghouse to sections on programs, advocacy, legislation, and training related to State Public Affairs.
 - Educate sections that all public policy initiatives and publications for mass distribution, bearing NCJW's name, must be approved in advance by SPA and/or Washington office.
 - When appropriate, provide Bulletin articles and other camera-ready materials for sections to use.
- ▶ With SPA Committee, establish an advocacy alert plan among the Sections in your state (fax alert, telephone tree, email, etc.)
- ▶ Report regularly to the SPA coordinators and Washington office and send copies of all correspondence regarding SPA activities to all.
- ▶ Attend NCJW Convention, Washington Institute, and other national events where SPA training is offered.
- ▶ Serve as chairwoman of your state's delegation at Washington Institute.
 - Arrange for appointments with US Senators. Inform sections of schedule in advance and advise them on the process for arranging appointments with representatives.
 - Conduct a State Caucus.
- ▶ Request a leave of absence anytime during your term if you or your spouse run for political office or accept any position which could be in conflict or perceived conflict with your role as SPA and/or NCJW's 501 (c) 3 tax-exempt status.

FISCAL RESPONSIBILITIES:

- ▶ Support NCJW financially through a "give and/or get" minimum donation of \$350 annually.
- ▶ Appoint an SPA treasurer to manage the SPA budget and record keeping.
- ▶ Develop a realistic annual budget, with the help of your treasurer, to be filed with the Washington Office. (If you are requesting subvention, the budget must be filed by the stated deadline.)
 - Bill sections and collect SPA dues.