



# Position Description

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## Vice Chair – Legislative Policy & Strategy

### Purpose

The Vice Chairman – Legislative Policy and Strategy is the principle officer responsible for organizing and leading mission critical legislative activities, including developing the Association’s legislative agenda, the educational and advocacy programs required to implement that agenda as well as the alliances with cause-related organizations, which support that agenda. The Vice Chairman oversees all committees involved with the Association’s legislative program; ensures that the chairmen of each committee understand the purpose and function of his or her committee; monitors the performance of each committee; provides periodic reports on committee performance and makes recommendations to the Chairman of the Board and the Board of Directors.

### Qualifications

The Vice Chairman – Legislative Policy and Strategy has the ability to lead and inspire others, listen, communicate, think strategically and forge consensus. He or she should be thoroughly familiar with our political system and the legislative process. Personal traits such as patience, persistence and persuasiveness are also important. An enthusiastic commitment to the Association’s mission and a willingness to devote considerable time and energy are essential.

### Key Responsibilities

1. In consultation with the Chairman of the Board, develops and refines committee structure
2. Coordinates the activities of Legislative Policy & Strategy committees
3. Chairs regular meetings with the chairmen of these committees
4. Oversees the planning and execution of the programs and activities of each committee
5. Makes regular reports of problems, opportunities and accomplishments to the Chairman of the Board and to the Board of Directors
6. Develops and leads a program to identify and recruit qualified candidates for Legislative Policy & Strategy committees

### Reports to

Chairman of the Board

### Supervises

Committee Chairmen

**Coordinates with**

President

Adopted by the Board of Directors 11/05/08