



League of Women Voters of New Mexico Job Description - Action Committee Chair

Roles:

Initiate, lead and coordinate advocacy activities for the state League of Women Voters. The Action Committee consists of the chair, the state president (ex officio), the state program chairs, local advocacy chairs, and any other League member interested in participating. The chair should be a voting member of the state board of directors.

Responsibilities of the Action Committee:

Monitor state government activity in areas of interest to the League

- Track legislation during the legislative session
- Track activities of the interim legislative committees
- Stay informed about issues arising from actions of the executive branch.

Hold regular conference call meetings of the committee

Take action based on state and national League positions:

- Provide testimony or public comment during legislative committee hearings
- Issue action alerts encouraging members to lobby their representatives
- Prepare op-eds or other educational material for the public media

Organize the annual League Day at the Legislature:

- Prepare flyers for attendees to distribute
- Obtain speakers to address priority issues
- Secure a venue for speakers and for attendees to meet

Recommend advocacy priorities to the state board

Organize lobbying workshops

Responsibilities of the chair:

Review the state and national League positions

- Be knowledgeable about their uses and limitations
- Ensure that LWVUS is contacted if there are questions about the applicability of a national position to state issues
- Evaluate the relevance and adequacy of state positions for addressing current issues

Coordinate activities of the Action Committee

- Schedule meetings, prepare agendas, and announce on the LWVNMAction listserv
- Identify opportunities to collaborate with other organizations and coalitions to advance League positions

Mentor League members about advocacy strategies

- Ensure that individuals speaking for the League are registered lobbyists and clear their testimony with the Action Committee chair and/or state president.
- Help members of the League to lobby as individuals.

Advocate for LWV positions

Provide regular updates to the state board

Contribute articles to *La Palabra* concerning the work of the Action Committee

Document activities for LWV files, including what state and national positions were used

Monitor expenditures and propose budget modifications if necessary.

RECORDS CHECKLIST

DOCUMENT	COMMENTS
List of Action Committee members	
Documentation for special events	<i>e.g., League Day, lobbying workshop</i>
Prepared testimony	<i>Include where delivered and by whom</i>
Press releases and/or clippings, PSAs, letters to the editor, etc.	
Correspondence	<i>Include significant e-mail correspondence or excerpts from same, if possible</i>
Annotation of state and national positions	<i>Use of state and national positions to advocate on specific issues</i>
Evaluation of state positions	<i>Are they relevant and adequate for addressing current state issues?</i>
List of coalitions and other organizations with which LWVNM has cooperated	<i>Include nature of partnership and issues worked on</i>