

Alaska Health Education Consortium
DUTIES: ADVOCACY COMMITTEE

Establish a mechanism within the committee for staying informed about status of current or anticipated health-education related legislation. Usually one or two people who have access to the L10 computer programs do this. Emphasis is on state legislation, but federal legislation may be monitored too.

Inform the membership about relevant legislation.

Submit a prepared, up-to-date summary of relevant legislative issues for the membership at each meeting.

As needed, initiate the telephone tree for informing the membership of important legislative activity (consulting the President first).

Preside over the Advocacy Committee at each meeting.

At least 40 days prior to each general meeting, contact the President – Elect, to provide Committee agenda items for the general meeting agenda.

Attend and lead the Committee meeting, or arrange for an alternate to lead the meeting if you will be absent.

Prepare and submit a written Committee Report to the Secretary prior to the end of each general meeting.

Conduct needed activity related to health-education legislation between general meetings. This may include:

Scheduling, coordinating, and conducting committee teleconferences to discuss issues of importance.

Staying in contact with the President to discuss issues.

Staying in contact with key people such as legislative aids, legislators, leaders of other organizations, concerning legislation involving AHEC,

Handle resolutions drafted for consideration by the AHEC membership. This includes:

Receive the resolutions; check for completeness and appropriate format; work with author if needed.

Arrange for distribution of resolution(s) to rest of Committee members for consideration prior to relevant meetings or teleconferences where.

Preside over discussion of resolution; note recommended action to the general membership.

Follow-up as needed on action taken on resolutions. At a minimum, this means assuring that a clean copy of the adopted resolutions are placed in AHEC's permanent file and that the action is correctly recorded in the minutes.

Record and/or file all correspondence or other activity related to adopted AHEC resolutions.

Participate in all Executive Board meetings and teleconferences.

Maintain Legislative/Resolutions Committee Chair folder, and prepare succeeding Chair to assume this role.

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