**Chapter Advocacy Chair**

The Chapter Advocacy Chair performs a variety of tasks aimed at managing a committee of dedicated individuals to strategize, plan and implement effective mission related policy efforts in conjunction with staff and council leaders. The primary task of the chair is to organize the committee, communicate committee efforts to the board and council as well as facilitate a partnership with applicable Trout Unlimited (TU) staff.

The Chair will lead an organized and active team to implement year-round, mission related advocacy activities to support legislative priorities in alignment with TU staff. The chair must be aware of TU’s (TU) mission, vision, research, [strategic plan](https://www.tu.org/wp-content/uploads/2019/01/TU-Strategic-Plan-Framework-2015-2020.pdf) and [National Conservation Agenda](https://www.tu.org/get-involved/volunteer-tacklebox/council-leader-resources/national-leadership-council/national-conservation-agenda/) to help guide efforts.

The chair may also work to identify conservation issues in their chapter area with the council and TU staff in order to develop a plan of action. Actions may consist of letter to the editor campaigns, relationship building through site tours with key elected officials, facilitating phone trees to empower members to contact their elected representatives, promoting email action alerts, organizing election year candidate forums, organizing postcard writing events to key elected officials and more. Advocacy resources can be found in the [TU Tacklebox.](https://www.tu.org/get-involved/volunteer-tacklebox/grassroots-advocacy/)

**Key Responsibilities**

The chair must be a current TU member who will ensure that the following responsibilities are completed (personally or by delegation):

* Organize a committee to identify local conservation issues and to create an action plan in partnership with the council and staff
* Review the [TU Leadership Manual](https://www.tu.org/wp-content/uploads/2019/01/TU_Leadership_Manual_June_2017.pdf) to be aware of advocacy limitations as well as TU’s mission, [strategic plan](https://www.tu.org/wp-content/uploads/2019/01/TU-Strategic-Plan-Framework-2015-2020.pdf) and [National Conservation Agenda](https://www.tu.org/get-involved/volunteer-tacklebox/council-leader-resources/national-leadership-council/national-conservation-agenda/) to guide committee efforts.
* Plan and implement year-round, mission related advocacy activities to support local legislative priorities in alignment with the council and staff
* Attend meetings to stay abreast of advocacy issues
	+ The chair may attend council and staff organized meetings in addition to meetings outside of TU
* Assist with committee recruitment, coordinate a welcoming orientation for new committee members and provide continued support for committee members
* Retain records of important committee efforts. These documents may include:
	+ Committee roster
	+ Training materials
	+ Agendas and minutes
	+ Position descriptions with task calendar
* Act as the communication conduit to keep the board, the council and staff abreast of upcoming activities
* May play a role in administration and updating of social media, website, newsletters, and other communications vehicles. These duties may also be assigned to a communications chair, webmaster, or other board position.

**Elected By/ Reports To**Board of Directors/Board Chairperson, TU Government Affairs staff

**Term Length**Per by-laws

Time Commitment
Approximately 10 hours a month with a potential increase in hours during legislative session. Additional time required for committee work and other board commitments.

**Budget Support**Limited

**Task Calendar**January

* Organize and schedule committee meetings
* Circulate meeting agenda with previous meeting minutes
* Review limitations to 501c3 status with committee members
* Communicate with the council and staff (prepare report for board review, attend board meeting, etc.)

February

* Organize and schedule committee meetings
* Circulate meeting agenda with previous meeting minutes
* Communicate with the council and staff
* Review position documents and update as needed (legacy documents)
* Provide committee content to Communications Committee

March-August

* Organize and schedule committee meetings to plan for upcoming legislative session
* Circulate meeting agenda with previous meeting minutes
* Communicate with the council and staff
* Collect and store legacy documents for committee members (online archive of minutes, position instructions, etc.)
* Encourage committee members to recruit potential committee members
* Provide committee content to Communications Committee

September

* Organize and schedule committee meetings
* Circulate meeting agenda with previous meeting minutes
* Communicate with the council and staff

October

* Organize and schedule committee meetings
* Circulate meeting agenda with previous meeting minutes
* Communicate with the council and staff
* Provide committee content to Communications Committee

November

* Organize and schedule committee meetings
* Circulate meeting agenda with previous meeting minutes
* Communicate with the council and staff
* Confirm committee volunteer hours with treasurer for Annual Financial Report
* Review position documents and update as needed (legacy documents)
* Collect and store legacy documents for committee members (online archive of minutes, position instructions, etc.)

December

* Organize and schedule committee meetings
* Circulate meeting agenda with previous meeting minutes
* Communicate with the council and staff