State Policy Representative

Position Description
Elected or Appointed: Appointed
Reporting Relationship: Affiliate President
Position Duration: 3-year term (recommended), with possibility of reappointment for an additional 3 year term
Voting/Non-voting: Voting

Position Purpose:
This position is envisioned to be an integral part of the affiliate public policy panel responsible for coordinating affiliate state legislative activities and advocacy efforts. This position also monitors state legislative issues and coordinates meetings with state legislators and the Governor.

Responsibilities of the position:
1. Assist with development of affiliate public policy plan of work;
2. Track state legislative issues of importance to members and oversee the affiliate's response to emerging opportunities and issues;
3. Engage with appropriate leaders – including DPG representatives in the state – to manage practice matters. Affiliates may want to delegate responsibility for specific policy issues to individuals with expert knowledge or interest to lead affiliate action in a particular effort;
4. Coordinate appointments with the Governor’s office, state legislators and other public officials to raise the profile of the association;
5. Serve as the Chair of State Legislative Day organizing committee. Work with the committee to organize the event and meetings with state legislators;
6. Coordinate with the Public Policy Coordinator and the State Regulatory Specialist on policy issues to assure that the affiliate stance is consistent with Academy's;
7. Serve on the Affiliate Public Policy Panel in a substantive role. Act as a liaison with the Academy’s Director of Grassroots Advocacy to collaboratively consider the affiliate’s response to emerging opportunities and policies;
8. Identify state legislators who serve on committees with jurisdiction on issues impacting food, nutrition and health legislation;
9. Make appointments with legislators when you are not asking for a specific vote or favor. Be sure your meetings include one or more constituents of the legislator. Become a resource on issues on their food, nutrition and health agenda. Watch the news for issues they care about and let them know your knowledge of and interest in these issues.
10. Assist affiliate members in making appointments with any of the state’s legislators in their district or state capitol.
11. Pay attention to the personal connections of your affiliate leaders and train your members to develop and maintain relationships with state legislators.
12. Serve as a resource for the affiliate on the state legislative issues;
13. Assist with the dissemination of the Academy’s public policy messaging and communications;
14. Performs other duties as assigned.
Reports and Deadlines:
1. Submits reports to public policy panel and affiliate board (as needed);
2. Updates position description, policies and procedures (as needed);
3. Submits reports to PIA staff in a timely manner and includes future recommendations;
4. Keeps records for at least 3 years and passes records to successor.

Time Spent In Activities:
About 8-10 hours per month in addition to meetings, with additional time during the state legislature’s session and state legislative day, also known as Advocacy Day

Materials to Be Passed On to Successor:
- Current state issues and reports
- Public Policy Panel meeting minutes and reports