

### **The Vice President for Legislation and Advocacy shall:**

1. Serve as Legislative Chairman and work as an assistant to the President.
2. Act as the Special Education Chairman in the absence of a chairman.
3. Act as the Health and Wellness Chairman in the absence of a chairman.
4. Act as the Education Chairman in the absence of a chairman.
5. Coordinate the activities of and attend the annual NMPTA Legislative Day.
6. Provide members with information on current legislative issues including the PTA point of view for effective participation in local, state and national government.
7. Help PTA members understand how the government functions and how members can help promote the interests of children and youth.
8. Prepare and send a legislative action sheet to Board members and units before the legislature convenes.
9. Encourage members to attend legislative sessions pertaining to children and youth issues.
10. Alert all members to issues pending in the state legislature that fall within the state legislative program, with a reminder that the legislative items adopted at convention represent the entire state membership and that, while a unit is not required to give active support to an item, it must refrain from active opposition.
11. Provide names, addresses and phone numbers of state and federal legislators to Board members and the website editor at the Fall Board meeting.
12. Prepare and develop appropriate resolutions for submission to the National PTA Resolutions Committee when necessary.
13. Attend the National PTA Legislative Conference whenever possible.
14. Keep informed as to what is happening at local, state and national levels.
15. Evaluate pros and cons of each issue that falls within the scope of PTA.
16. Update board report document in Google Drive.
17. Submit at least two articles per term to the website and news items to the social media sites quarterly, at minimum.
18. Perform convention duties as outlined in the Convention Guidelines.
19. Perform additional duties and serve as a chairman of additional committees as deemed necessary by the President and the Board.

### **Position Requirements:**

- Prior experience in unit and minimum one-year experience on the State Board.
- Knowledge of legislation on the state and national levels.
- General knowledge of PTA.
- Familiarity with Local Leader Kit and the National PTA web site.
- Understanding of local, State and National bylaws.
- Must communicate well in writing and have good verbal skills.
- General knowledge of other offices and their duties.
- Must be a member of the Land of Enchantment PTA.