

Peo-Taz Chapter of A.B.A.T.E. of Illinois
Job Description
Legislative Director

QUALIFICATIONS

As a public representative of the Chapter who will be contacting necessary sources to promote the purpose of the Chapter, the Legislative director must be an organized individual with good communication skills who is able to present a good image to the public. The person must have available transportation. This person must be a registered voter.

TIME REQUIRED

The Legislative Director will need to devote approximately 25 hours per month to the job for meetings. The person will attend State Board meetings. Each month there is an Officers meeting and a Chapter meeting. Occasionally there are other meetings and appointments, which will require additional time.

BASIC DUTIES INCLUDE:

1. Reporting legislative Issues at the Officers meeting.
2. Casting one vote on issues before the Officers or Chapter meetings.
3. Communicating and working with the State Legislative Coordinator.
4. Reporting information to the Chapter regarding pending legislation, legislators, apportionments, and elections, which would affect the membership of Peo-Taz Chapter of A.B.A.T.E. of Illinois.
5. Report on A.B.A.T.E. of Illinois officers State BOD elections.
6. Cast vote according to chapters wishes.
7. Educating the Chapter membership and encouraging the same to participate in the legislative process.
8. Notifying the President of all pertinent information so it will be distributed and discussed at the Officers meeting and/or the Chapter meeting if attendance at either meeting is impossible.
9. Notifying the President in advance if unable to attend the State of Illinois AB.A.T.E. Board of Directors meeting.
10. Recruiting volunteers as necessary to assist with political events.
11. Preparing an article for the Chapter Monthly Newsletter as appropriate.