

**IFPTE Local 12
Legislative Director
Position Description**

This position description details the duties, responsibilities and role of the IFPTE Local 12 Legislative Director.

Mission Statement

The IFPTE Local 12 Legislative Director will advocate to elected officials, policies, laws, and regulations that benefit both the employees represented by IFPTE Local 12 and the Navy, while at the same time advocating against any policies, laws, or regulations that do not benefit either the employees represented by IFPTE Local 12 and the Navy.

Role:

- The Legislative Director coordinates the political activities of IFPTE Local 12, both locally and nationally. As the designated POC for all legislative matters the Director shall maintain a close working relationship with both the President of Local 12 and the National Legislative Director of IFPTE International. The Director does not make policy or speak for the membership without clear guidance from the President or National Director. The Director is responsible to communicate the Union's position to elected officials, staff members and media when directed by the President of the Local.

Working Environment:

- The Legislative Director represents the Local and the International to elected officials, staff and media. When representing the Union, the Director shall dress in a professional manner and conduct him/herself in such a way as to reflect positively on the Union membership he/she represents. Travel and the use of personal leave will be required of the Director and should be taken in account before volunteering for this position.

Legislative Director Duties:

- The Director shall brief the President and Executive Board of all Legislative activities.
- The Director Shall prepare and present a written report detailing legislative trips or legislative activities, to be presented to the Union's General Membership upon request by the President and/or the Executive Board.
- The Director shall oversee the legislative activities of the CESO Representative and the PSNBA Representative.

- The Director Shall direct and be responsible for all lobbying activities to elected officials, staff members or the media for IFPTE Local 12. The Director shall work with the members of other Unions and organizations to further the interests of the Local and the International.
- The Director shall mentor volunteers that wish to learn how to lobby and work on legislative issues. The Union President shall be responsible to seek out and assign volunteers to work with the Legislative director.
- The Director shall write IFPTE Local 12 position papers and/or talking points as requested by the Union President or the Executive Board.
- Duties as assigned by the President of the Local 12.

Authority to Act:

- The Director has the authority to speak for the Union on matters pertaining to laws, regulations or policy as issued by elected officials, departments or agencies of the United States of America

Skills and Attributes:

- The Director shall have the ability to:
 - Speak effectively in a public setting.
 - Communicate well in written form.
 - Comprehend current issues that affect our members.
 - Work well with others.

Appointment of:

- The Union President shall appoint the Director and report the selection to the Local 12 Executive Board at the following Executive meeting in accordance with the constitution and bylaws of Local 12.

Term of Appointment:

- The Legislative Director shall serve until removed by the President or he/she resigns from the position.

Appointment of Backup Legislative Director:

- The Legislative Director's backup shall be assigned by the Union President from a volunteers list of members that wish to learn how to lobby and work on legislative issues. However, the Director or the Union President may designate an alternate to provide services to the Director if a subject matter expert is required.

Legislative Director Travel Expenses:

- The Director shall submit travel expenses (with receipts) to the Union's Treasurer for reimbursement. Any expense not agreed to by the Union prior to travel shall be paid only if authorized by the Executive Board.

- The Director Delegate traveling may also qualify for a Lost Time Award to compensate any unpaid time away from work due to the official travel in accordance with the Lost Time Award Policy.