



SIERRA CLUB

MARYLAND CHAPTER

Job Description -- Chapter Legislative Chair

Purpose of Position:

- To provide leadership, direction, guidance, and coordination on state legislative matters for the Chapter; and
- To motivate, direct, and facilitate the work of the Legislative Teams (issue teams and teams promoting single bills) and other legislative volunteers, and provide a single point of contact /consultation for the Chapter Director and other Chapter staff.

Responsibilities:

- Organizes (for each General Assembly session) Chapter Legislative Teams and other lead volunteers, and schedules and facilitates meetings.
- Monitors, coordinates, and facilitates bill review and testimony responsibilities; ; conducts bill reviews and prepares proposed testimony as needed; participates in lobby meetings with legislators and legislative staff as needed, and assists with written communications to legislators; participates in planning and implementing the Chapter's Lobby Night; coordinates, helps direct, and participates in Chapter legislative communications with Chapter membership through emails, AddUp, Group meetings, and other channels; and facilitates and supports social media postings.
- Participates in strategic planning between sessions and during session.
- Working with Chapter staff, ensures that state legislative advocacy by the Chapter is in compliance with Club policy, and with the Chapter's Legislative Standing Rule.
- Works in close coordination and in consultation with the Chapter Director and other Chapter staff on all legislative matters.
- Ensures that the Conservation Chair and Chapter Chair are informed about pending testimony and other legislative actions, and incorporates input from them into the legislative activities.
- Acts as a liaison with ally organizations working in the General Assembly, in coordination with other volunteers and Chapter staff.
- Acts as a liaison with the chapter Political Committee and provides legislator performance information necessary to making endorsement and related state electoral action decisions.
- Provides a report on the outcome of the Chapter's state legislative work to the Executive Committee and membership at the end of each legislative session with recommendations as to program priorities and improvements for the next session.
- Appropriately delegates activities related to legislative matters.