



## **AAUW-NM Lobby Corps Job Description**

**STATUS:** Serves as member of the AAUW-New Mexico Lobby Corps under direction of State Public Policy (PP) Chair(s). No term limits.

**QUALIFICATIONS:** Interest in public policy and willingness to participate in lobbying, education, Get Out the Vote (GOTV), and voter registration activities. Willingness to take training needed to represent AAUW-NM.

**VACANCY:** Self-appointed, subject to approval by AAUW-NM Public Policy Chair(s).

**DUTIES AND RESPONSIBILITIES** (as interest and availability permit):

1. Work with branch and state Public Policy Chair(s) to draft New Mexico Legislative Priorities that must agree with AAUW Public Policy Priorities.
2. Learn AAUW's Public Policy Principles and Priorities, including existing precedent.
3. Sign up, use, and help acquaint others with AAUW Lobbying Tools such as: Two-minute Activist and AAUW's Congressional Voting Record report.
4. Encouraged to attend virtual meetings and pre-legislative training sessions, prior to beginning advocacy activities and AAUW-NM State Legislative Day.
5. Participate in State Legislative Day activities, including speaking to your representative and senator.
6. Contact local, state, and federal elected representatives or public bodies on state and national Public Policy Priorities. May speak as a member of AAUW when (1) contacting individuals and (2) supporting the AAUW position on legislation.
7. May become an issue expert for Lobby Corps and a resource to state legislators by reviewing and tracking bills
8. Maintain relationships and communications with national and state legislators and locally elected officials.
9. Speak in support of an AAUW position as an AAUW-NM lobbyist to a committee, chamber of the NM State Legislature, or to make a public statement. Must participate in additional training to appropriately represent AAUW-NM. You will be notified of that training based on your membership form information.
10. You may register with the New Mexico Secretary of State as an AAUW-NM lobbyist. Contact state Public Policy Chair(s) for guidance on how to register as an AAUW lobbyist at the beginning of each year. AAUW-NM Co-President signature is required on forms available from the State or Branch Public Policy Chair(s).

*Approved July 28, 2018 AAUW NM LTM Proposed Revision. Updated November 6, 2018 via e-mail vote.*