

## **Vice President for Government Relations**

The Vice President for Government Relations is an appointed position by the Chapter President. He/she is the primary person responsible for coordinating Chapter affairs with local, and State legislative representative and their staffs.

Responsibilities include:

- Stay current on the legislative situation at the national, state and local levels - AFA will provide periodic updates to assist.
  - Learn the legislative process and the legislative calendar. Maintain a close liaison with legislators at all levels of government.
  - Maintain a close liaison with the appropriate offices at AFA National Headquarters.
  - Maintain an effective liaison with other locally based military organizations.
  - Participate in legislative seminars and/or symposia at the regional, state and local level.
  - Assist in the response of AFA "Calls to Action!"
  - Develop a network of AFA members who know their Representative/Senators and who are willing to assist when it is necessary to contact congressional delegations
  - Provide this information to AFA National Government Relations Department every January.
  - Submit periodic congressional contact reports indicating who was contacted and the substance of discussions.
  - Develop and maintain a close personal liaison with the U.S. Representative/Senators and their local staff.
    - Monitor the Congressman's attitude and position on key issues and their voting records.
    - Identify who the key staff members are
  - Provide invitations to all local and State legislative representatives and their staffs to all Chapter events
- Maintain a Continuity Folder of how this job is performed. This will assist the successor in learning this job