

CHAPTER ONE: KEY RESPONSIBILITIES AND RESOURCES

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AAUW State Public Policy Chair (SPPC) Job Description

Key Goals

- Implement action on AAUW's federal and state public policy priorities.
- Represent AAUW public policy priorities to elected and appointed officials, AAUW members, the public, and the media.

Share Information

- Disseminate public policy and voter education information received from AAUW to the state board, branches, and members.
- Develop and implement a statewide communication network of members and coalition partners through telephone, e-mail, and fax networks to distribute information on legislation, *Get the Facts*, and other public policy information.
- Participate in AAUW public policy leader listserv.

Encourage Activism

- Promote branch public policy activity on state and federal AAUW priority issues.
- Join and develop statewide coalitions and encourage branches to build local coalitions.
- Monitor and encourage activism on AAUW federal and state legislative priorities.

Build a Public Policy Team

- Develop a public policy committee/team to plan and implement statewide public policy action and to provide training and resources to branch public policy chairs, other state leaders, and members.
- Develop an active network of contacts in each congressional district.

State Board Responsibilities

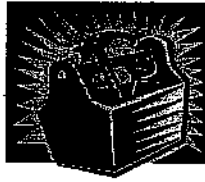
- Ensure that public policy and voter education are priorities in state goals and strategic plans.
- Work with other state board members to integrate public policy and voter education activities with other aspects of AAUW including membership, diversity, program, and visibility.
- Develop and oversee the public policy and voter education budget to meet financial needs for communication with branches, participation in coalitions, communication with elected officials, and other public policy initiatives.

Find and Take Positions on State and Local Issues

AAUW states and branches may take positions on issues that are not current public policy priorities at the federal level, providing that these issues or positions are not in conflict with AAUW's public policy principles. Before using the name of AAUW or taking a position on an issue, consult the following documents, available from the Public Policy and Government Relations Department:

- AAUW Legal Guidelines for Voter Education
- Use of Name and Logo Policy
- Policy on Candidates for Public Office
- Guidelines for Candidates for Public Office
- How the Public Policy Program is Developed
- AAUW Historic Principles

If you have any questions regarding the use of these resources, contact the Voter Education hotline at 800/608-5286 or votered@aauw.org.



SPPC Resources

Public Policy Contacts:

Association Public Policy Committee:

The Association Public Policy Committee (APPC) is chaired by the Public Policy Director and comprised of up to eight members appointed by the Association Board of Directors. The committee also includes the program vice president, Capitol Hill lobby corps coordinator, and the ex-officio president and executive director. APPC members have experience in public policy as state and Association leaders, and can share a wealth of knowledge to help your state's public policy program thrive. You can get in touch with APPC members via the public policy listserv.

Public Policy and Government Relations Department: Lisa Maatz, Director; maatzl@aauw.org

Field Staff: TBD, Field Director: 202/785-7704

TBD, Senior Field Associate

Monifi Jones, Field Associate: 202/728-7633; jonesm@aauw.org

General: E-mail: votered@aauw.org

Voter Education Hotline: 800/608-5286

AAUW website: www.aauw.org

AAUW Member HELPLINE: 800/326-AAUW

Public Policy Publications and Resources

The Public Policy Department provides many resources to SPPCs and members. The following materials can be obtained through the Public Policy Department as well as through the AAUW website.

- **Action Alert.** This is a monthly publication for up-to-date information on AAUW priority issues in Congress. All AAUW members may now access *Action Alert* free online via the Member Center at www.aauw.org, or subscribe to receive the printed version for a fee of \$20 a year. Branch Policy Chairs are encouraged to take advantage of this resource. Printed versions of *Action Alert* are provided free of charge to national officers, state presidents, and SPPCs. Subscribe online at <http://www.aauw.org/takeaction/actionalert/index.cfm>.
- **Get the Facts.** The Women's Network for Change distributes free, one-page alerts on congressional issues that affect women and families. AAUW sends *Get the Facts* alerts by fax and e-mail to AAUW members and subscribing members of coalition organizations. Subscribe online at <http://www.aauw.org/takeaction/gtf/gftsub.cfm>
- **Position papers.** For updated position papers on AAUW's priority issues, visit the AAUW website at <http://www.aauw.org/takeaction/policyissues/index.cfm>