

WESTOP SoCal Chapter

Role and Responsibilities 2016- 2017

Position: Legislation & Education Chair

Purpose: Serves as a liaison to the WESTOP Service Council Legislation & Education Committee and chapter. Researches and reports on any state and national legislation which has an impact on TRIO Programs and/or first generation, low income students. This position also serves as the liaison between the Council for Opportunity in Education (COE), WESTOP, and the SoCal Chapter.

Key Responsibilities:

1. Maintain the SoCal membership informed via email and in person chapter meetings on issues related to national and state legislation.
2. Encourages membership to continue advocating for TRiO and other equity programs while congressional representatives are at home.
3. Provide information about the annual COE Policy Seminar and promotes attendance.
4. Support members who are interested in attending COE Policy Seminar by providing a template to request funding from their institutions.
5. Organize legislative teams and appoints team leaders for the COE Policy Seminar.
6. Provide assistance and training about how to schedule and conduct visits with the congressional representatives.
7. Prepare the SoCal Chapter fact book and ensures its accuracy.
8. Represent WESTOP SoCal at the annual COE Policy Seminar.
9. Participate in WESTOP and Chapter committees as needed.
10. Prepare a detailed report of all activities conducted during Policy Seminar and present it at the next chapter meeting.
11. Prepare a written report one week prior to schedule chapter meetings and submit them to the president.
12. Attend all Chapter general meetings, executive committee meetings, monthly conference calls, and two in person retreats.
13. Other duties as assigned by the WESTOP SoCal chapter board related to the overall purpose of the chapter and the good of the association.

Elected by: Appointed by the President.

Term Length: 2 year commitment

Time commitment:

5 hours a week July-December

Policy Seminar- January- March 2016- 10 hours a week

Reports to: President