



LWVMA Legislative Specialist

Job Description*

Legislative specialists for the League of Women Voters of Massachusetts are the driving force behind the League's work in the state legislature and are a key to implementing the action agenda adopted by the membership at the League's biennial convention. Each specialist works in one or more subject areas where the League has adequate state and/or national positions to support activity.

There are three major components of the legislative specialist position:

- Identify and advocate for/against legislation in the identified subject area
- Actively participate as a member of the LWVMA Legislative Action Committee
- Pursue non-legislative efforts in the identified subject area

Identify and advocate for/against legislation in the identified subject area

Each specialist will, working with the Legislative Action Committee (LAC) chair, identify the scope of the subject area she will be responsible for and make sure there are state and/or national League positions to support action in that area.

Specialists will:

- Identify the legislation to be followed by LWVMA during a two-year legislative session, often working with other organizations active in the specific area
- Bring that legislation to the LAC for debate and decision on whether LWVMA should officially follow it
- Prepare written testimony on followed bills and, when possible, give oral testimony at legislative committee hearings
- Speak for the League at oral testimony and if asked by the press at that hearing, but in general should refer requests for comments on bills to the LWVMA president and provide the president with information to respond to such requests
- Actively advocate for the bills during the legislative session, including participating in lobby days, drafting action alerts for the League membership, keeping League members informed as necessary, and talking to legislators
- Work with other organizations on bills, either informally or as a formal coalition partner

Actively participate as a member of the LWVMA Legislative Action Committee

Each specialist is also a member of the Legislative Action Committee and should participate in committee meetings, usually held monthly early in the legislative session and as needed later in the session, usually by videoconference.

As an LAC member, specialists will:

- Review the bills proposed by other specialists to determine if there are adequate League positions to support them and if these are bills that deserve the League's time, attention, and resources
- Vote on whether LWVMA should support/oppose specific bills during the legislative session
- Participate in discussions on how to more effectively involve local Leagues and League members in state legislative work
- Participate in the planning and events of the League's Day on the Hill lobby day
- Help develop program proposals for state League program planning in advance of the biennial state League convention

Pursue non-legislative efforts in the identified subject area

Each specialist may take other efforts on behalf of the League in her identified subject area(s), in consultation with the LAC chair, as her time and interest permit.

Such activities may include, but are not limited to:

- Testifying before executive branch committees, commissions, regulatory agencies and similar bodies on the implementation of League-supported legislation or submitting written comments to such bodies
- Working with outside organizations, informally or in formal coalition, to identify actions needed to support League positions in the specialist's subject area, which may include working strategically in the drafting of new legislation and analysis and revision of bills which previously failed and are to be reintroduced
- Participating in actions such as rallies or letter-writing campaigns related to the subject area
- Speaking at League events and to local Leagues about bills and actions in the subject area
- Developing a team of interested League members to take action in the subject area

*This is a volunteer position.

October 2018