

Pre-Requisites and Qualifications

- Be a member of AAC in good standing
- Maintain a commitment to the AAC Mission and Goals Professional, Leadership and/or Management Experience
- Broad understanding of adoption issues as they relate to each position of the triad
- Ability to speak effectively with legislators and the media
- familiarity with legislative procedures
- Ability to read and understand statutes and bills
- Ability to maintain confidentiality
- Willing to sign off on the American Adoption Congress Code of Ethics, Corrective Action Policy, Conflict of Interest Policy and all other documents within the Board Member Policies and Procedures Handbook
- Will make every effort to attend the Annual AAC International Conference

Term of Service

- The Legislative Chair is appointed by the President, approved by the Board, and serves at the pleasure of the President and in keeping with the AAC By-Laws. The Legislative Chair term is 3 years.

Responsibilities

The Legislative Chair:

- Develops materials to assist State coalitions in legislative activities
- Is responsible for submitting AAC positions on legislation on a State, National and International level, including sending letters of support to legislators
- Is available to AAC State coalitions and acts as a facilitator between the coalitions and AAC members.
- Tracks efforts State by State and keeps in contact with advocates
- Maintains a copy of all adoption reform legislation pending at the State level and if feasible, on a National level.

Procedures

The Legislative Chair:

- Shall appoint a committee annually of five (5) to ten (10) current AAC members with an interest in adoption reform. The committee will be approved and ratified by the AAC Board of Directors
- Any/all positions on legislation shall be submitted to the legislative committee for discussion. These positions shall then be submitted to the AAC board approval prior to any issuance of a letter of support or opposition.
- Ensure the AAC website administrator is kept abreast of all legislative changes for website

- Shall submit a written report quarterly to the Board and shall update the board Bi-Annually on State legislative activities
- In conjunction with the legislative committee, shall develop policy statements as needed for submission to the board for discussion and decision
- Discuss an annual budget with Board of Directors in keeping with IRS regulations and to ensure that AAC protects their 501(3)(c) standing. The board of directors will review the past 3 years of expenses to determine the upcoming legislative fiscal budget. After approval of funds the legislative committee will discuss upcoming sessions to determine where to focus their efforts and where financial need is best serviced. This plan is presented to the board of Directors.
- Legislative chair shall present all requests for monies in support of Legislation to the AAC Board of Directors for review. All requests of \$500.00 must be received 30 days prior to distribution. Request for \$500 or less must be approved by the committee in 30 days. Requests for more than \$500 must have the Board approval and be presented to the Board of Directors 60 days in advance.
- Legislative director is responsible and required to ensure that the legislative committee is operating according and in line with Legislative Grant policies and procedures.
- The Legislation Director maintains a copy of all adoption reform legislation pending at the state level and, if feasible, on a national level.

Equipment

Any/all equipment supplied by the AAC remains the property of the AAC. It must be returned to the organization within 10 days when no longer needed for AAC business