

**Operations Worksheet 18 – Legislative Affairs Committee**  
(Reviewed/Revised – March 2013)

The Chairman of the Legislative Affairs Committee is a member of the Executive Committee and attends meetings of that committee, which normally take place on the first Monday of each month. The Chairman serves as the Chapter's representative for legislative affairs, and has the following responsibilities within constraints of time and capability:

1. Be familiar with those parts of the "Council and Chapters Policies and Procedures Guide" that pertain to the legislative affairs.
2. Coordinate with Data Base Manager who maintains a Chapter Legislative E-mail Database that can be used to identify chapter members and local veterans' organizations who are interested in supporting the Chapter's legislative issues.
3. In conjunction with the Data Base Manager, disseminate material from MOAA's weekly Legislative Updates and Legislative Alerts through the Legislative E-mail Database if required and the Chapter Newsletter where appropriate.
4. Advise the President of special issues disseminated by MOAA and by the Florida Council, and recommend action as applicable.
5. In conjunction with the Data Base Manager, maintain a listing of state and federal legislators associated with the Chapter's district and communicate with them on matters approved by the President and/or the Executive Committee.