

NATIONAL LEGISLATIVE COUNCIL MEMBER GUIDELINES

The National Legislative Council consists of volunteer members to achieve the following purposes:

- to propagate an interest in and a furtherance of The American Legion's legislative goals.
- to serve as a medium for disseminating information to elected lawmakers.
- to develop and maintain strong working relationships with elected lawmakers.

The National Legislative Council is relied upon to reinforce The American Legion's overall legislative efforts, particularly at times when immediate and *personal* contact with lawmakers is necessary.

Council members routinely inform their Vice Chairman of any personal contacts with the assigned lawmakers in which The American Legion's legislative mandates were addressed.

Council members should submit to the Legislative Division any written communications with the assigned lawmaker concerning The American Legion's legislative mandates.

Council members normally assist the National Legislative Commission in developing and implementing congressional legislative strategies and activities.

Council members receive **The American Legion Magazine** and a complimentary copy of **The American Legion Dispatch**. Council members should review these publications thoroughly, paying attention to legislative issues addressed and share pertinent information with the assigned lawmaker and his or her professional staff.

Upon receipt of a **LEGISLATIVE ALERT**, Council members should immediately contact their assigned lawmaker and relay the key message points, then share the results with the Legislative Division.

Council members should be willing to assist with other legislative assignments requested by the Chairman or Vice Chairman.

NATIONAL LEGISLATIVE COUNCIL VICE CHAIRMAN GUIDELINES

The National Legislative Council consists of volunteer members to achieve the following purposes:

- to propagate an interest in and a furtherance of The American Legion's legislative goals.
- to serve as a medium for disseminating information to elected lawmakers.
- to develop and maintain strong working relationships with elected lawmakers.

The National Legislative Council is relied upon to reinforce The American Legion's national legislative efforts, particularly at times when immediate and *personal* contact with lawmakers is necessary.

The Vice Chairman routinely notifies the Legislative Division of legislative activities within that Department.

The Vice Chairman is required to submit an Annual National Legislative Council Activities Report to National Legislative Council Chairman by July 31. This report will be included in the Chairman's consolidated report to the National Executive Committee at the Pre-Convention Meeting.

The Vice Chairman assists the National Legislative Commission in developing and implementing congressional legislative strategies and activities.

The Vice Chairman should conduct at least one meeting during the year of the Department's Council and document the meeting in the Annual National Legislative Council Activities Report.

The Vice Chairman chairs Department Council meetings, monitors activities and documents actions taken by Council members.

Upon receipt of a **LEGISLATIVE ALERT**, the Vice Chairman should encourage each Council member to immediately contact their assigned lawmaker and relay the specific message, then notify the Legislative Division.

The Vice Chairman will assume other duties and responsibilities as requested by the Chairman.