



Division Government Relations/Legislative Chair

Division Government Relations Chair Responsibilities include:

1. Under the direction of the Area Government Relations Representative, inform division members on current advocacy activities and current state and federal legislative positions.
2. Use only information through the CalRTA Legislative Advocate concerning legislative advocacy. Present up-to-date information on legislation at Division meetings and publish an article on current legislation in Division newsletters. Local current advocacy activities should be written by the Division committee and shared with Division members.
3. Organize and maintain a division membership file according to California Assembly, Senate, and Congressional districts. This can be updated from the Membership & Operations Manager at the CalRTA office on a monthly basis.
4. Inform members when contacts should be made to legislators, by developing a method for communicating with members when advocacy is requested by CalRTA, including Legislative Alerts.
5. Invite GRC Area Representative, GRC State Chair, legislative advocates to attend in person or virtual meetings to provide current legislative information
6. Take part in legislative training/webinars presented by the Legislative Advocate and/or GRC Chair.
7. Attend Area workshops to become informed of legislative updates. Appoint an alternate if unable to attend.
8. Review the Government Relations Handbook, Board Policies and Standing Rules.
9. Participate in Advocacy Days in Sacramento and Washington, D.C., or appoint an alternate to represent your Area. Coordinate with your GRC Area Representative and inform Divisions about Advocacy Day schedules, teams, talking points and meeting techniques.
10. No Division can take a position on legislation at a local, state or national level. Coordinate with Division Board to compile member advocacy concerns and suggestions, then forward to GRC through the Area Government Relations Representative. Standing Rules Section 100: Conflict of Interest Policy Duty of Loyalty – A. Members of the Board of Directors, Committee Chairs and Committee Members, other leadership positions and employees (herein after referred to as “Leaders”) of the California Retired Teachers Association and its divisions recognize that they have a legal duty of loyalty to CalRTA and must exercise their respective powers and duties in the interests of CalRTA. Further, no member shall use his or her position with CalRTA for personal financial or political purposes.