



Minnesota Association for the Education of Young Children Minnesota School-Age Care Alliance

An Affiliate of **naeyc**

MnAEYC-MnSACA Policy & Advocacy Advisory Group Position Description

Committee Description

The Advisory Group develops and implements the organization's policy agenda and advocacy activities, in coordination with the Director of Policy and Communications. Activities include the development of MnAEYC-MnSACA's legislative agenda, monitoring and analyzing state and federal budget recommendations, monitoring the introduction of early childhood and school-age care legislation, identifying and implementing advocacy activities, including activating membership.

Expectations of Committee Service

Time Commitment

Policy & Advocacy Advisory Group Members should be prepared to spend 2.0 hours per month on advisory group work. This includes a monthly meeting. Depending on the policy issues this commitment could grow. In addition, there are opportunities for greater involvement through special project work.

Meetings

Advisory Group members are expected to participate actively in a majority of committee meetings and functions. Materials should be read prior to the next committee meeting. Advisory Group members are asked to notify the Director of Policy and Communications, if they will not be available for the meeting. A call in option to the monthly meeting is available.

The Policy & Advocacy Advisory Group meets monthly for 60 minutes.

General Committee Member Expectations

- Complete monthly action items agreed upon by the Director of Policy and Communications and Advisory Group Members.
- Be knowledgeable of and well prepared spokesperson on organization policy agenda. Share with legislators, program staff, parents, MnAEYC-MnSACA members, and community.
- Respond to action alerts and inform the Director of Policy and Communications with any response received.
- Engage in the legislative session (attend legislator meetings, plan a site visit, write a letter to the editor, testify, etc.)
- Participate in the Annual State Conference (preparations for policy table, staffing policy table, deciding on and attending workshops)
- Participate in Voices for Children Advocacy Day and/or Youth Day.
- Recruit new members to the Policy & Advocacy Advisory Group.
- Must be a current MnAEYC and/or MnSACA member in good standing.