**INAFSM Board of Directors Job Description**

**LEGISLATIVE COMMITTEE CHAIR**

**Duties as Stated in By-Laws:** “Appointed by the Chair, the Chair of the Legislative Committee oversees the Committee's work on legislative issues and shall serve in an advisory role to the Board of Directors. The Legislative Committee addresses legislative issues including, but not limited to, the following: Reviewing for Association all new proposed State legislation that would affect floodplain and stormwater management; Serving as a liaison or contact point for the Corporation with the Indiana State Legislature; Developing and proposing new floodplain and / or stormwater-related Legislation, as needed.”

**Responsibilities:**

* Attend all board meetings.
* Maintain knowledge of the organization and personal commitment to its goals and objectives.
* Lead Legislative Committee and establish and oversee groups or sub-committees as needed.
* Updates membership through emails, website, and other social media on key legislative or agency permitting issues.
* Responsible for legislative webpage updates.
* Prepares and submits written report to Board members prior to each Board meeting.
* Carry out special assignments as requested by the board chair.
* Keeps job description and all Legislative Committee Chair position documents up to date