

2011 National Advocacy District and Local Contact Role Descriptions

Local Contact

1. One volunteer per location who is responsible for generating a local response to each Action Alert, as needed. Most (not all) alerts require only a small response, but from **each** Local Area. For large programs or programs with more than one physical location, more than one Local Contact may be needed.
 - a. Not necessarily the program supervisor
 - b. Can be a teacher, student, or literacy council member
2. Responsibilities of the Local Contact:
 - a. Subscribes to the TAAE Advocacy Discussion List to receive all Action Alerts (individual should be in email approx once/weekday)
 - b. Works closely with the District Contact during the February letter-writing campaign.
 - c. Coordinates local responses to approximately 6–7 national Action Alerts/year, most occurring mid–Spring.
 - d. In the event that the Local Contact is unavailable to fulfill this role, he or she can have a designated backup willing to assist in times of need.

District Contact

1. Establishes a relationship with his or her legislator's staff and makes specific one-on-one requests of the legislator (approximately 4–5 requests)
2. Coordinates program visit with legislator
3. Coordinates letter-writing campaign in Congressional District after the President's budget recommendations are released (1st Monday in Feb). The letter-writing requires a large response from the field through mid-March.
 - i. Ensures that one person in each program/county receives the letter-writing instructions
 - ii. Follows up with reminders, offers assistance/support, and encourages a large response within the District (to meet target goals)
 - iii. Receives letters from District, bundles into one package, and mails ALL letters from their Congressional District to a Washington D.C. Contact
 - iv. Reports back totals to State Contact