

National Association of Federal Retirees

Calgary and District Branch

Title: Branch Advocacy Liaison (BAL)

Role: The Branch Advocacy Liaison role is an integral element of the Association's advocacy network. As the branch's designated contact and coordinator for branch advocacy activities, the BAL works closely with the Advocacy Program Officer in support of the Association's national advocacy strategy.

Communications, Support and Training: To ensure Branch Advocacy Liaison volunteers are fully aware of current trends, issues, and campaigns, they will participate in regular training and communications with the Advocacy Program Officer and /or national office advocacy staff..

Activities:

- Serve as advocacy contact for the branch – a 'point person' who will act as the branch liaison for advocacy and coordinate branch advocacy efforts.
- Communicate regularly with the APO to ensure awareness of our key advocacy issues and the environment that influences what we do
- Share local/regional information with the APO relating to Association advocacy priorities and strategic goals, and which may impact local members
- Regularly inform the Branch President and/or branch executive of current issues, trends and campaigns relating to the Association's advocacy and strategic goals
- Preparing a written report on the portfolio's activities and providing this report to the Secretary for inclusion with the meeting agenda.
- Participate in training (normally virtual or telephonic) led by the APO or staff to enhance skills in advocacy, and deliver training and support branch volunteers to further Association and branch advocacy activities
- Assist the Branch President in developing branch advocacy strategies driven by the Association's national strategic plan and advocacy priorities
- Generally, support the Branch President in ensuring the branch is active in advocacy campaigns and general advocacy activities that are consistent with and supportive of the Association's national strategic plans and advocacy priorities

General Expectations:

- Respects and follows all Association and Branch bylaws, regulations and directives, including the Code of Conduct.
- Attend all Board meetings, assigned committee meetings and the Annual General Meeting
- Attending these meetings fully prepared in advance to facilitate the efficient running of the meetings
- Supervises and mentors an assistant (if applicable)
- Prior to vacating the Branch Advocacy Liaison position, assists in recruiting and training a successor.

Skills and Competencies

- Excellent interpersonal and communication skills
- Excellent organizational, planning and time management skills
- Knowledge of general writing skills
- Knowledge of Microsoft Word and Excel software