

STATE REPRESENTATIVE JOB DESCRIPTION

Thank you for agreeing to be a State Representative for the American Adoption Congress! AAC State Reps are incredibly valuable to the organization. They serve as the liaison to the local communities and to individual states in a number of critical areas. Membership, legislation and education are the three primary areas where State Reps can make a big impact within their local and state communities. The job description includes suggestions for ways that you can contribute in your state.

RESPONSIBILITIES

1. Membership – attract new members and retain current members.

- Contact current members in your state and introduce yourself, especially if you are a new rep. Maintain regular contact and visibility by checking in quarterly via email or a phone call.
- When you meet anyone touched by adoption (adoptive parents, birth parents, adoptees, other family members, adoption professionals), give them a copy of the *Decree* and the AAC web site address. Encourage them to consider joining AAC. Keep a database of these people and check in with them periodically.

2. Education

- Distribute copies of the *Decree* to local libraries, adoption agencies, adoptive parent groups, etc. Always put your name and email address or phone number of each copy you distribute.
- Attend conferences or workshops in your state relating to adoption.
- As a triad member, volunteer to speak to prospective adoptive parent groups so they may learn from your experiences as an adoptee, birth parent or adoptive parent.
- Post flyers about AAC on college bulletin boards and libraries in your area.
- Contact your state's adoption unit and identify yourself as a resource to facilitate discussion groups with an adoption theme.
- If you have an adoption story that you are willing to share, submit an article to your community paper, a magazine, or even your in-house employment publication.
- Contact all adoption-related organizations and support groups in your state quarterly to inquire as to how AAC can provide assistance.

3. Legislation

- Become familiar with your state's web site and your state legislators. The address for most state web sites is: www.state.XX.us. "XX" = the 2-letter state abbreviation; i.e., TX=Texas, VA=Virginia.
- Monitor all adoption-related legislation in your state and notify the Legislative Director of all bills that are introduced. Any State Rep not familiar with monitoring legislation should contact AAC's Legislative Director for assistance. A Rep can also enlist the support of other AAC members to assist with legislation. Remember – many states have little to no adoption legislation proposed in a session; others have access to records bills, and still others have bills which could improve or strip away the rights of triad members. It is important that you work with the Legislative Director to keep abreast of adoption-related legislation.

4. Other

- State Reps should provide a yearly written report to their Regional Director, with a copy to the President and the Legislative Director. The report should be submitted 30 days prior to the annual meeting of the Board of Directors. State Reps shall provide additional reports throughout the year if appropriate or upon request.
- When possible, State Reps should assist with and attend their regional conference. State Reps should attend the AAC national conference whenever possible to connect with others and to educate themselves on current adoption issues.
- State Reps shall have email access.

PROCEDURES

1. **Special Projects:** If a State Rep is interested in doing a special project (either legislative, educational or outreach), a Special Project proposal form must be submitted to the Regional Director. Special projects must be approved by the Regional Director, the Legislative Director if appropriate, and the Treasurer. If the project is unusually extensive or costly, it will be submitted to the AAC Executive Committee for approval. Examples of special projects include Reg Day, National Adoption Month activities, or co-hosting a local conference.

2. **Expenses:** Expense reports for reimbursement of expenses shall be submitted to the Regional Director for approval. No expenses will be reimbursed unless submitted on the appropriate expense form with all receipts attached, approved by the Regional Director.

3. **Communications:** When a State Rep communicates, either verbally or in writing, as a representative of AAC, all communications must be consistent with AAC policies and positions. Communications on AAC letterhead must have the prior approval of the Regional Director. State Reps may not commit the organization to a support position on any subject without prior approval of the Regional Director or the AAC Board.

4. Legislation: If a State Rep wants the AAC to take a position on legislation in their state, he/she should contact the Legislative Director and the Regional Director for the AAC position on that particular piece of legislation.

APPOINTMENT A NEW STATE REPRESENTATIVE

State Reps are appointed by the Regional Director with recommendations, if possible, from other members of the Board of Directors. Candidates shall be ratified by the Board of Directors.

TERM

Each State Representative shall serve a one-year renewable term.

APPROVED BY THE AAC BOARD OF DIRECTORS JUNE, 2004.