



## **Legislative Committee Chair**

### **Purpose:**

- The Legislative Committee Chair is charged to keep the MSTUG membership updated and informed on technology related bills being presented during Legislative sessions. The Legislative Committee Chair is further tasked to provide opinions on bills that may have an adverse effect on technology services, rules/regulations, and state employment.

### **Requirements:**

- The Legislative Committee Chair is required to maintain an active membership within the MSTUG organization by keeping membership dues current and actively participating in scheduled events.

### **Responsibilities:**

- Convening a committee, setting meetings and agendas
- Supporting the committee to develop the goals and theme for the event
- Appointing sub-committee chairs
- Educating sub-committee chairs on their roles, responsibilities and process
- Creating a report, including bill opinion, outlining current technology bills in process; if any
- Working within the organization's current budget
- Securing a qualified individual to fill in if unable to attend meeting or event
- Supporting the creation of a Funding Plan
- Coordinating with the communication Chair and the media Chair to keep the MSTUG membership informed on bill status
- Polling membership of any current legislative concerns
- Coordinating and supporting the flow of information/communication between committees
- Signing off on all funding plans in advance of any expenditure with the MSTUG Board
- Creating an environment for fun and success
- On the day of the event:
  - Greet membership and guest
  - Present Bill Report or update; if any
  - Provide meeting assistance where needed
  - BE AVAILABLE