

# AAUW Pennsylvania Public Policy

Reorganization effective July 1, 2019

The Public Policy function is one of the most demanding in terms of time commitment, unpredictability and immediacy, and depth of subject matter understanding. It has become apparent that expecting two persons to fill the role is not sufficient. This reorganization is designed to more clearly define responsibilities, involve more members in the public policy function, and to provide back-up for key responsibilities.

In the past, both AAUW Pennsylvania Public Policy Chairs did all of what is listed below—the administration of the function as well as becoming experts on the issues. This reorganization splits administration from issue expertise. The Public Policy Chairs are managing the function for AAUW Pennsylvania with a team of Issue Specialists providing the in-depth issue expertise. Our hope is that this is more manageable and therefore, more appealing to members with different interests and skill sets.

## Public Policy Chairs

### Administrative

Manages the Public Policy function for AAUW Pennsylvania. Requires a general interest in AAUW issues and Pennsylvania legislative process. Good organization and communication skills. Computer skills in WORD, Excel, Gmail, and not afraid to learn new computer programs like Salsa, StateNet, [Pennsylvania General Assembly](#).

Manages the function of public policy. Coordinates with Issues Chair to implement AAUW Pennsylvania public policy.

- Member of AAUW Pennsylvania Board
  - With Issues Chair, recommends AAUW Pennsylvania Public Policy Priorities
  - Participates in AAUW SPPC conference calls
  - May invite an Issue Specialist to attend meeting or calls
- Jointly coordinates Public Policy for AAUW Pennsylvania with the Issues Public Policy Chair
  - Determines which coalitions AAUW Pennsylvania will join, submit for board approval, and the primary point of contact.
  - Determines areas requiring Issue Specialists; works with AAUW Pennsylvania President to identify and recruit.
- Subscribe to AAUW newsletters: Washington Update, AAUW In the Statehouse, LAF Express
- Manages public policy communication to members (branch and national).
  - Manages public policy input to Keystoner
    - Coordinates submissions from Issue Specialists, Branch Public Policy Chairs, AAUW Pennsylvania Board
      - Curates articles. Writes articles as necessary.
  - Manages conference calls with BPPCs

- Sets agenda, determines which Issue Specialists present
  - Coordinates use of Salsa for Branch function announcements
  - Either manages AAUW Pennsylvania Facebook page or submits items for posting
    - Curates content from Issue Specialists. Writes posts as necessary.
  - Submits content for AAUW Pennsylvania website
    - Curates content from Issue Specialists. Writes articles as necessary.
- Manages the AAUW Pennsylvania Lobby Corps
  - Maintains list of Pennsylvania House, Senate and U.S. Congressional Districts by Branch.
  - Cross reference committee appointments to make it easy to target communication
  - Recruits and identifies individuals in each Pennsylvania House and Pennsylvania Senate and U.S. Congressional district who will be responsible for making appointments to meet with the Representative, Senator, or Congressman (or legislative aide) in-district on a regular basis to discuss AAUW issues.
  - Recognize there will be districts not covered by branches. Determine strategy for coverage—options include.
    - Identify national member/s in district
    - Targeted Two-minute activist campaigns.
    - If important (because of committee position)
      - Have AAUW members meet with individual in Harrisburg.
  - Determines Lobby Corps priorities and timing of visits to legislators
    - Sets schedule
    - Coordinates materials
    - Works with AAUW national staff for strategic advice, talking points, and resources for these in-district visits
  - Insure BPPCs are familiar with all AAUW resources for advocates.
  - Manages Lobby Corps communication
    - Organizes materials for Lobby Corps visits
      - Relies on Interest Specialist for content
    - Holds regular calls with Lobby Corps members
      - Sets call agenda, determines which Issue Specialists present
- Analyzes needs of Branch Public Policy Chairs and provide training, information, resources, as necessary
- Encourage and support branches in building local coalitions, promoting AAUW’s public policy agenda, and driving advocacy actions
- Manages the Gateway to Equity Award process
  - Receives Branch recipient nominations and submits for the Yearbook.
- Maintains Branch Public Policy Activities/Event data base
  - Determines Public Policy recognition in annual branch award process
- May be an Issue Specialist.

## Issues

Manages Public Policy issue focus for AAUW Pennsylvania. Requires a general interest in AAUW issues, Pennsylvania legislative process. Good organization and communication skills.

Computer skills in WORD, Excel, Gmail, and not afraid to learn new computer programs like Salsa, StateNet, [Pennsylvania General Assembly](#).

Works to move legislation and define issues. Coordinates with Administrative Chair to implement AAUW Pennsylvania public policy.

- Member of AAUW Pennsylvania Board
  - With Administrative Chair, recommends AAUW Pennsylvania Public Policy Priorities
  - Participates in AAUW SPPC conference calls
  - May invite an Issue Specialist to attend meeting or calls
- Jointly coordinates Public Policy for AAUW Pennsylvania with the Administrative Public Policy Chair
  - Determines which coalitions AAUW Pennsylvania will join, submit for board approval, and the primary point of contact.
  - Determines areas requiring Issue Specialists; works with AAUW Pennsylvania President to identify and recruit.
- Participates in strategic statewide coalitions to advance AAUW Public Policy Priorities i.e. Campaign for Women's Health
- Subject matter expert on Issues
  - Understands AAUW position; familiar with resources; knows national trends and legislation
    - Subscribe to AAUW newsletters: Washington Update, AAUW In the Statehouse, LAF Express
    - Subscribe to newsletters, websites, Facebook pages or Twitter feeds of state and national organizations pertinent to issues
    - Subscribe to newsletters, websites, Facebook pages or Twitter feeds of Pennsylvania organizations we rely on for strategic direction and/or have joined in coalition
- Holds regular calls with Issue Specialists to coordinate Pennsylvania activities
- Monitors legislation through State Net subscription (from AAUW)
  - Forwards relevant legislation to Issue Specialists for analysis and action recommendation
  - After conferring with Issue Specialist, completes State Legislative Request Intake Form to send to AAUW national staff to submit for AAUW approval to support or oppose
- Manages use of Salsa for Two-Minute Action Alerts
  - Works with Issue Specialists to coordinate their submissions for Two-Minute Activist.
- Manages public policy communication with Branch Public Policy Chairs and Branch Presidents
  - Publishes Highlights
    - Coordinates submissions from Issue Specialists, Branch Public Policy Chairs, AAUW Pennsylvania Board
    - Curates and writes articles as necessary.
  - Submits items for posting to AAUW Pennsylvania Facebook page
  - Submits content for AAUW Pennsylvania website

- Responds to needs of Branch Public Policy Chairs and provides training, information, resources, as necessary
- Advocate AAUW's Public Policy Priorities to policy makers
- Represent AAUW Public Policy Priorities to AAUW members, the public, and the media
- Identify, monitor, and advance state legislation in line with AAUW's and AAUW-PA's Public Policy Priorities;

## Issue Specialist

- Subject matter interest in the Issue
  - Understands AAUW position; familiar with resources; knows national trends and legislation
    - Subscribe to AAUW newsletters: Washington Update, AAUW In the Statehouse, LAF Express
    - Subscribe to newsletters, websites, Facebook pages or Twitter feeds of state and national organizations pertinent to issue
    - Subscribe to newsletters, websites, Facebook pages or Twitter feeds of Pennsylvania organizations we rely on for strategic direction and/or have joined in coalition
  - Reviews Pennsylvania legislation from State Net information and connections in the state familiar with current and upcoming legislation
  - Recommends positions on Pennsylvania legislation
    - Fully review and vet legislation prior to taking a position to support or oppose
    - Submits recommendations of legislation to Issues Chair for submission to AAUW for review
    - Sign up to follow legislation on state legislature website [track legislation](#) to be notified of committee hearings and scheduled votes on bills AAUW supports or opposes.
- Recommend to Issue Chair appropriate coalitions for AAUW Pennsylvania to consider joining and in what capacity; serve as primary point of contact.
- Participates in regular Issue Specialists calls
- Submits communication materials
  - Articles for Highlights
  - Articles, as necessary, for Keystoner
  - Presents topics on conference calls with BPPCs as necessary
  - Submits items for posting on AAUW Pennsylvania Facebook page
  - Submits content for AAUW Pennsylvania website
- Requests use of Salsa for Two-Minute Action Alerts
- Makes recommendations for Lobby Corps activities
  - Provides training, information, communication materials
- Responds to needs of Branch Public Policy Chairs and provides training, information, resources, as necessary
- Advocate AAUW's Public Policy Priorities to policy makers
- Represent AAUW Public Policy Priorities to AAUW members, the public, and the media
- Identify, monitor, and advance state legislation in line with AAUW's and AAUW-PA's Public Policy Priorities.
- Specific Issue Descriptions
  - Economic Security
    - Responsible for advocacy on the issues of self-sufficiency, i.e. pay equity, raising the minimum wage, paid family leave.
    - Primary liaison with Office of Pennsylvania First Lady (when we have a working relationship as we do with Mrs. Wolf), Women' Law Project

- GOTV
  - Responsible for advocacy on the issues of Get Out the Vote, voter registration, voter education, redistricting reform, and voting reform.
  - Primary liaison with Fair Districts PA
- Education
  - Responsible for advocacy on the issues of public-school funding, public charter and public cyber schools, business tax credit legislation, voucher
  - Primary liaison with Education Voters PA, PA Schools Work, Anti-Voucher
- Title IX
  - Responsible for advocacy on the issues of K-12 Title IX issues (such as bullying and gender- based harassment) and college campus sexual assault
  - Encourage branches to connect with local Title IX coordinators in K-12 school district and local college (if applicable)