

## **SCOPE OF VOLUNTEER POSITION**

### **Advocacy Program Officer (APO)**

**Title:** Advocacy Program Officer (APO)

**Role:** In accordance with Association by-laws and regulations, the APO supports federal advocacy initiatives identified in the National Association of Federal Retirees' strategic plan and/or advocacy plans or strategies within his/her district (and as expressed in periodic mandate letters from the Association's Advocacy Committee), and monitors provincial / territorial issues in order to support the Association in anticipating potential threats to members' pensions and benefits.

**Selection and Appointment Process:** When a vacancy occurs for an APO position, the District Director will issue a call for applicants to all branches in his/her District. The District Director, in consultation with the relevant Branch Presidents, will select and appoint the most suitable applicant based on this job description and the accompanying skill set; District Directors may rescind APO appointments.

**Term:** The APO will normally serve a term of two years at the discretion of the District Director.

**Guidance:** The APO will work under the guidance of the staff Director of Advocacy.

The Board, may, if required, send a mandate letter, including current advocacy and strategic priorities, to APOs.

The Board (including District Directors, committees) provide strategic and policy direction to the CEO. The CEO directs staff (staff Director Advocacy) to implement/execute strategies. The staff Director of Advocacy guides APOs.

#### **Key Activities:**

1. Support advocacy initiatives that are consistent with and supportive of the Association's national strategic plans and advocacy priorities.
2. Monitor provincial and federal government proposals, decisions, activities, initiatives and public policies in the context of the Association's strategic and advocacy plans, mission and vision; and assess the potential impact on the Association's members and other relevant groups as identified in the Association's strategic and/or advocacy plans; flag issues of concern to the Chairperson of the Board of Directors' Advocacy Committee, their District Director(s) and the staff Director of Advocacy.

3. Assist the District Director(s) and/or the Advocacy Committee in identifying advocacy priorities and issues requiring action at the District level and/or those that require the attention of the staff Director of Advocacy and/or the Board.
4. Advocate the Association's federal advocacy positions and priorities to the relevant orders of government within their province and/or territory, as appropriate and as needed. The APO is also expected to build and maintain working relationships within their province or territory with politicians and officials with various orders of government. Representational positioning with various orders of government, stakeholders and others will be focused on issues on which the Association has approved policies and positions derived from the national strategic and/or advocacy plans.
5. In accordance with the Association's By-laws and Regulations, inform Association volunteers, members, stakeholders and partners at the District level of emerging issues, trends, and decisions made by governments that relate to the Association's strategic and/or advocacy plans, mission and vision.
6. Where advantageous to the Associations National Advocacy strategic objectives, and in consultation with the staff Director of Advocacy, form affiliations with other organizations to foster mutual support on common issues, to gain further insight into local issues, and to learn the positioning of other organizations in relation to issues. These affiliations will support and complement any national affiliations the Association may have.

Report quarterly and/or as required, to the staff Director of Advocacy, in accordance with an established format on the progress of advocacy initiatives taken within their jurisdiction, which will then be provided to the Board.

**District Liaison:**

- The APO is expected to have regular contact with branches within his/her District. In some Districts, this may include taking an active role on regional or district committees or teams.
- Teleconferences and webinars are strongly encouraged.
- May attend (in person or virtually) meetings conducted within his/her province, subject to budgetary requirements.
- May visit branches within his/her province on the invitation of the Branch Presidents to provide guidance on national advocacy initiatives relating to the Association Strategic Plan, subject to budgetary requirements and/or the direction of the District Director.

**General:**

- The Advocacy Program Officers will meet virtually on a regular basis with District Director(s), the Advocacy Committee and/or its Chairperson (if in place), and/or Advocacy staff. The APOs may also be required to meet in person from time to time.
- The Advocacy Program Officers, Advocacy Committee, District Directors and Advocacy staff shall meet annually, usually during or around the Annual Meeting of Members.
- He/she may attend the Association's Annual Meetings of Members at the discretion of the Board of Directors. If the APO is unavailable, the District Director(s) may designate an alternate who may attend in his/her place in order to represent the APO at the Annual Meeting and to attend the annual District Directors/APOs meeting.