



Formalize Your Commitment to Board Advocacy

Sample Language for a Board Job Description or Agreement

Public policy impacts our organization and those we serve; therefore each board member is expected to advocate for public policies that help the organization achieve its mission. Advocacy may include engaging in the legislative process, writing letters to the editor, attending and speaking at public meetings, and other activities that further our public policy goals.

Sample Language for an Advocacy Committee Charter

Because public policy impacts our organization and those we serve, achieving our mission includes working for public policy that furthers our efforts to... [You can utilize your organization's mission here, e.g. end homelessness, ensure that everyone in Washington State has the opportunity to live in a safe, healthy, affordable home, etc.]. The Advocacy Committee is responsible for:

- *Inspiring and engaging the full board in public policy advocacy that impacts the organization's ability to achieve our mission;*
- *Monitoring progress on public policy priorities and keeping the board informed about advocacy opportunities;*
- *Identifying board advocacy priorities annually and bringing to full board for adoption;*
- *Developing an annual advocacy plan and tracking/reporting on progress toward that plan.*

Sample Board Advocacy Plan

By January, we will meet with all three of our state legislators. At least eight board members will attend those meetings. When possible, we will hold those meetings at our program site and include a tour and an opportunity for legislators to meet program participants.

By October, we will identify up to three advocacy priorities for the board and adopt a resolution for each. We will share the resolution with the appropriate decision makers along with a letter signed by the board.

Every board member will send at least one email to her/his state legislators before the start of the legislative session and at least one during the session.

The advocacy committee chair will sign up for email updates from key advocacy organizations and share opportunities to take action with the rest of the board as appropriate.

After the legislative session is over, the board will send a collective thank you letter for any support provided.

During the legislative session, we will organize a carpool to attend a lobby/advocacy day, and have at least five board members attend.

Washington Low Income Housing Alliance

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