

## **SPAC POSITIONS**

(Author: Jenay E. Iurato, November 2008)

### **Chair**

The chair serves a one-year term beginning May 1. The Chair shall be the official representative of SPAC and shall preside at all meetings of SPAC, the Officer and/or the Executive Committee.

In accordance with Section 5.4 of the Guidelines of SPAC of the Junior Leagues of Florida (Revised May 2006): The Nomination for the Selection of Chair proceeds as follows:

(A) Member Leagues shall submit to the current Chair, the names and resumes of potential nominees for Chair **by December 15**. Nominations may come from any Member League.

(B) **Nominees must have at least 2 years of SPAC experience as a Delegate, or have served for one year on the Executive Committee.**

(C) After the nominees' names have been submitted, the Chair shall distribute a ballot and the resumes of the nominees to each Member League. Each Member League, through its Delegate, must return their ballot to the Chair within 45 days of the date of the ballot.

(D) The nominee receiving a majority of the Member League votes will be the Chair-Elect.

(E) If only one name is presented for nomination, the nominee may be declared Chair-Elect by the Executive Committee. This declaration must be ratified by the Delegates at the Spring Conference.

(F) For Those Member Leagues that do not timely submit a ballot, the SPAC Chair shall subtract such Member League from the total number of Member Leagues when determining whether a nominee has received a majority vote.

### **Chair-Elect**

The Chair-elect shall perform all the duties of the Chair in her absence or disability and shall succeed to the office of Chair.

### ***Proposed Positions Under SPAC Chair-Elect<sup>1</sup>***

#### ***e-Newsletter Chair***

Compiles a monthly newsletter to be emailed to all Junior League Public Affairs Committee Members, all Junior League Presidents, and all Junior League President-Elects in Florida. The newsletter will contain updates from each member league, each SPAC Taskforce, the Legislative Analyst team, the SPAC Chair Elect, and the SPAC Chair. Performs the duties of the Historian in her absence.

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<sup>1</sup> These positions or descriptions are not specifically listed or approved within the Guidelines of SPAC of the Junior Leagues of Florida (Revised May 2006). However, please advise if you are interested in any of the following positions as we may seek an official vote to amend the Guidelines to include reference to some or all of these positions.

### ***Historian***

Works to document SPAC's history from beginning to present in one coherent document. (Nothing like this is available that I am aware of.) History should include a list of all executive committee members and their league affiliations by year, and should briefly describe all activities and legislative initiatives pursued each year. Provides an update on this compiled history once per week.

Also takes digital photographs at all SPAC taskforce meetings and conferences. Emails photos to SPAC conference participants that request them in a timely manner (ideally within three days of the close of the conference).

Performs the duties of the Public Relations Chair in her absence.

### ***Public Relations***

Writes a column suitable for the "Opinions" section of a local newspaper once per week and distributes this to each SPAC delegate so that she may submit it to her local newspaper in her name. Ideally, the column would address some issue being considered by the Legislative Analyst team or one of the Taskforces.

Works with the SPAC Chair-Elect to assemble the SPAC brochure that will be handed out to the legislators at the Spring Conference in Tallahassee. The SPAC brochure outlines SPAC's focus issues for the current year.

Performs the duties of the e-Newsletter chair in her absence.

## **Secretary-Treasurer**

The Secretary-Treasurer shall be appointed by the Chair. She shall keep the minutes of the meetings of SPAC, Officers and Executive committee, and a record of attendance at SPAC Meetings.

## **Task Force Chair (3 Positions)**

Each Task Force Chair shall perform or supervise the performance of all functions assigned to her Task Force as directed by the Chair. (Such functions may include but are not limited to the following: ensuring focus issues are fully researched and analyzed prior to any relevant SPAC deadlines and/or voting; matching focus issues with existing position statements; developing activities to engage SPAC members in the research and development of new focus issues; and developing methods to utilize all legislative information obtained by the Legislative Analyst in the development and support of focus issues). There are the following 3 Task Forces in SPAC:

- (1) Education;
- (2) Children & Families
- (3) Health, Environment & Criminal Justice

## **Proposed Positions Under Taskforce Chairs<sup>2</sup>**

### ***Personnel Advisor***

Responsible for maintaining contact (by phone or email) with all members of the taskforce. Performs the duties of Taskforce Chair in her absence. Performs the duties of Media Watcher in her absence. Will be strongly considered for the Taskforce Chair position the following year.

### ***Media Watcher***

Emails news stories of interest to the Taskforce members once per week. The news stories should be related to the Taskforce's theme and potential focus issues. Performs the duties of the Personnel Advisor in her absence. Performs the duties of Taskforce Chair in the absences of both the Taskforce Chair and the Personnel Advisor. Will be strongly considered for the Taskforce Chair position the following year.

## **Legislative Analyst**

The Legislative Analyst shall be appointed by the Chair. She shall monitor the Florida and federal legislative bodies for issues in accordance with SPAC's Position Statements. She shall report on these issues at SPAC meetings and through appropriate correspondences as necessary. The Legislative Analyst should be in a position to regularly monitor the activities of the Florida and federal legislative bodies.

## **Proposed Positions Under Legislative Analyst<sup>3</sup>**

### ***Legislative Analyst Aid***

Aids the Legislative Analyst in preparing documents on SPAC's opinion on the state budget and on any of the roughly 3000 bills introduced by Florida's Legislature each year that pertain to any of SPAC's taskforce themes or focus issues. Performs the duties of the Legislative Analyst in her absence. Will be strongly considered for the Legislative Analyst the following year.

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<sup>2</sup> See Footnote 1.

<sup>3</sup> See Footnote 1.