***SOP:*** Legislative Action Coordinator (LAC)

1. **Title:** Legislative Action Coordinator (LAC)
2. **Term of Office:**  A Board Member will volunteer/be appointed by the President-Elect and will serve a term of at least one year beginning on January 1st and ending on December 31st. The LAC may be reappointed to serve consecutive terms.
3. **Duties:**

A. Acts as branch contact for the National AALAS Governmental Relations Committee (GRC), which communicated legislative issues of concerns to the local branches.

B. Monitor the national environment for changes or modifications in current regulations, policies, or other items of MHB membership interest.

C. Periodically submit notices or articles of interest for publication in the newsletter.

D. Submit notices or advisements to the Board of Directors as needed concerning regulatory issues or opinions.

1. **Use of Branch Funds:** In most cases, branch purchases will be made using the branch's checkbook. Board members should seek approval of the board prior to making any purchases with branch funds. In the event that a board member uses their own money to make a purchase in the performance of office, the treasurer will reimburse the expense if it is deemed an appropriate use of branch funds. The board member is to send a memo detailing the purpose of the purchase along with an original receipt to the treasurer. The Treasurer will then reimburse the expense.

**Approved by the Mile High Branch Board of Directors on May 23, 2018.**