New Hampshire Nurses Association  
Volunteer Position Description

Position Title: Chair/Vice Chair, Commission on Government Affairs
Responsible to: President, Board of Directors
Staff Liaison: Nurse Executive Director

Job Description:
1. Act as liaison for CGA to the Board of Directors and Nurse Executive Director with Vice Chair to provide assistance as needed.
2. Set and publish agenda for each meeting of the CGA, Vice Chair to assume responsibility when Chair not available.
3. Preside over all meetings of the CGA, with Vice Chair to assist as needed.
4. Assure that minutes of each CGA meeting are duly recorded and posted to NHNA website.
5. Act as primary liaison with NHNA Lobbyist.
6. Lead CGA members through the evaluation of proposed healthcare for presentation to the membership at large to develop the NHNA/CGA legislative priorities annually.
7. Relay to the Board of Directors the CGA’s recommendations on proposed healthcare legislation.
8. Assist with lobbying efforts relative to legislative action plan.
9. Assist in the development of policy statements related to healthcare issues.
10. Assist with the planning and execution of the annual Legislative Town Hall Forum.
11. Assist with the planning and execution of the annual Breakfast for Legislators.
12. Generate op-eds and letters to the editor on priority legislative efforts.
13. Support calls to action and reach out to state legislators when called to action by the Chair of the CGA.

Time Required: 4-6 hours per month
1. Preside over monthly regularly scheduled meetings of the Commission and lead discussions.
2. Attend events hosted by the Commission.
   a. Legislative Town Hall Forum
   b. Breakfast for Legislators
   c. Ad hoc events as planned throughout the year
3. Provide testimony, as needed, at legislative hearings.
4. Represent NHNA at meetings of coalition partners on legislative issues.
5. Other activities as may be assigned from time to time
6. Two years of availability

Desired Experience:
1. At least one year experience as member of the CGA.
2. Knowledge of NHNA vision, mission, goals, policies, procedures and bylaws.
3. Knowledge of current health policies issues, either nationally or in New Hampshire