

## GSGA38-A07

**An Act to Increase Support for Legislative Advocacy**

**Summary:** An Act revising the FY 2019 budget for the Graduate Student Government to increase the funding available for legislative advocacy and provide meaningful opportunities for graduate students to engage state and federal legislators on bills that would affect graduate student work, research, and quality of life.

**FOR THE PURPOSE OF** adopting a revised FY 2019 budget that increases the internal programming budget for advocacy events and travel, and to fund an hourly Advocacy Day Event Coordinator position that provides critical support for existing budgeted events.

**BY** transferring \$1,400 from the "Discretionary Funds" category to the "Staffing" category with new "Advocacy Days Event Coordinator" line item, and transferring \$405 from the "Discretionary Funds" category to the "Internal Programing" category, "Local/State/Federal Advocacy Days" line item, and transferring \$150 from the "Discretionary Funds" category to the "Internal Programming" category, with new "Advocacy Travel Support" line item.

**Author(s):** Rachel Lamb [VPGA]

**Sponsor(s):** Annie Rappeport [President], Devin Scott [VPFA], Jane Lyons [CoS]

**Date and Time of Submission:** October 24, 2018

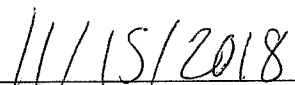
**Date of Presentation:** November 7, 2018

**Action(s) Taken:**

Approved

Decision of GSG President

  
Signature of GSG President

  
Date

**Job**

Advocacy Days Event Coordinator (Engagement Office)

**Position Type**

Graduate

**Salary**

\$20.00 / Hourly

**Anticipated Start Date**

2018-12-03

**Applications Accepted Until**

November 20, 2018

**Office Overview**

The Graduate Student Government seeks to provide opportunities for graduate students to engage state and federal legislators on bills that would affect graduate student work, research and quality of life. During the Maryland State Legislative session (January-April), there are two primary advocacy events designed to facilitate student engagement: 1) Annual Day of Legislative Action on campus, and 2) Annual Lobby Day in Annapolis, MD. The first is a letter-writing campaign designed to coordinate and support students writing or calling their state and federal representatives on pre-identified issues. This day of action is managed from the University of Maryland campus to increase student participation. The annual Lobby Day in Annapolis is designed to offer an in-person action opportunity to talk with elected officials about key issues affecting graduate students. A lobby day training will be made available on campus before the event for those who are interested.

**Description**

The 14-week position appointment period is from December 2018 to April 2018 with approximately 5 hours per week at \$20/hour with potentially increased hours approaching the day of the events. Scheduling of hours per week is flexible.

**Minimum Qualifications:**

- Organized and extremely detail-oriented
- Volunteer management (up to 25 volunteers)
- Knowledge of event planning and budgeting
- Excellent written and oral communication skills
- Candidates must also be able to follow instructions and willing to work under deadlines.
- Must be comfortable working remotely and creating reports using Google Suite.
- Must be familiar with the process of U.S. policy formation and role of advocacy

**Desired Qualifications:**

- Experience in public relations, advocacy, and/or lobbying
- Experience with letter-writing and political campaigns
- Previous experience in event planning is preferred

**Responsibilities include:**

- Assisting the Vice President of Government Affairs in coordinating and executing advocacy events. Working with the GSG Legislative Action Committee (LAC) to help them follow-through on their responsibilities and meet deadlines.
- Helping manage and record financial transactions related to the advocacy events budget
- Attending all LAC meetings and keeping minutes for all subcommittee meetings

- Work with VPPR and VPGA to ensure advocacy days communications and volunteer management system are up to date (no previous HTML experience required)
- Other duties as requested

Candidates must be currently enrolled graduate students. This position will require students on assistantships to obtain an overload approval from their program, so please ensure you are eligible before considering applying. Please submit three references, **a resume**, and **cover letter** that emphasize your strengths and experiences relevant to advocacy, event planning, and coordination.

Questions may be directed to Rachel Lamb, GSG Vice President of Government Affairs at [gsg-vpga@umd.edu](mailto:gsg-vpga@umd.edu).

Applications will be accepted through **November 20, 2018**. In-person interviews will be held **at the end of November 2018**. A hiring decision will be made in **early December 2018**.

### **Duties**

### **Skills Required**

Ability to follow directions, Ability to work cooperatively with students and staff, Ability to work well with others, Ability to work well without direct supervision, Basic computer skills; Microsoft Office, Excellent organizational skills, Friendly and outgoing, General office skills, Written and verbal communication

	FY 19 Current		FY 19 Proposed	
<b>Internal Programming</b>				
Local/State/Federal Advocacy Days	\$	500.00	\$	1,055.00
Advocacy Travel Support				
<b>Staffing</b>				
Advocacy Days Event Coordinator (Contract, 70	\$	-	\$	1,400.00
<b>Communications</b>				
Advocacy	\$	500.00	\$	500.00
	\$	1,000.00	\$	2,955.00
Amount requested from discretionary funds			\$	1,955.00



<b>Local/State/Federal Advocacy Days</b>	<b>\$ 905.00</b>
<i>Annual Day of Legislative Action</i>	

Room reservation for Day of Action	\$ 260.00
Snacks and coffee during Day of Action	\$ 100.00
GSG swag gifts for volunteers	\$ -
Sticker for those who participate (similar to "I voted")	\$ 50.00
Printed materials for participants: highlighting talking points, directions, overview of bills, etc	\$ 25.00

*Annual Lobby Day in Annapolis, MD*

Rent bus for participants that need travel support	\$ 370.00
Sticker for those who participate (similar to "I voted")	\$ -
Snacks and coffee during training opportunity for participants	\$ 75.00
Printed materials for participants: highlighting talking points, directions, overview of bills, etc	\$ 25.00

<b>Advocacy Travel Support</b>	<b>\$ 150.00</b>
Travel reimbursement for advocacy meetings in DC and Annapolis	\$ 150.00

<i>Estimated total</i>	<b>\$ 1,055.00</b>
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<i>Requested Amount</i>	<b>\$ 555.00</b>
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**Notes**

The first advocacy event is a letter-writing campaign designed to coordinate and support students writing or calling their state and federal representatives on pre-identified issues. This day of action is managed from the University of Maryland campus to increase student participation, and follows the design of previously GSG-sponsored lobby days.

McKeldin special events room for 8 hours

Goodies-to-Go

Already have

Purchased through University

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The annual Lobby Day in Annapolis is designed to offer an in-person action opportunity to talk with elected officials about key issues affecting graduate students. This is a follow-up activity to the annual day of legislative action. A lobby day training on campus will be made available before the event for those who are interested.

Through DOTS: \$92/hr for 4 hours

Already have from previous event

Goodies-to-Go

Purchased through University

Support for GSG executives and GSG staff, like the VPGA and Advocacy Event Coordinator, who are traveling for additional lobby meetings outside of events described above. Would include mileage to Annapolis following university approved rates or metro travel reimbursement to meetings on the Hill

<b>Staffing</b>	<b>\$ 1,400.00</b>
Advocacy Days Event Coordinator	\$ 1,400.00



**Notes**

The 14-week position appointment period is from December 2018 to April 2019 with approximately 5 hours per week at \$20/hour with potentially increased hours approaching the day of the events. The primary responsibilities include: Assisting the VPGA in coordinating and executing advocacy events, working with the GSG Legislative Action Committee (LAC) to help them follow-through on their responsibilities and meet deadlines, helping manage and record financial transactions related to the advocacy events budget, attending all LAC meetings and keeping minutes for all subcommittee meetings, work with VPPR and VPGA to ensure advocacy days communications and volunteer management system are up to date, and other duties as requested. Please see the drafted position description for more information.