

The State Legislative Liaison Officer is expected to:

1. Maintain frequent communications with the District Commodore, National Legislative Liaison Committee Area Coordinator (NLL-AC) for their area. Coordinate contact between the NLL-AC and the appropriate CG District's Boating Affairs Specialists for state and local legislative activities.
2. Identify proposed, planned, pending and introduced legislation in your state on a timely basis and advise your DCO and NLL-AC via a written report, following up with addendums as necessary on at least a quarterly basis.
3. Identify qualified Auxiliarists to testify in uniform before state legislative committees and assist in obtaining District CG/EXCOM and RBS Specialist approval when necessary. Ensure that the NLLC Chair, Coast Guard District RBS Specialist and the district's EXCOM is kept informed of action taken before the hearing, and complete an after action report after the hearing.
4. Establish a meaningful and ongoing relationship involving regular interaction with the NLL-AC in your area as well as your state's SLO so you may be involved in the required annual meeting with each state's BLA and the appropriate DCO(s) as outlined in the *AUXMAN*.
5. Provide quarterly update(s) to the NLL-AC of progress on issues identified during the annual BLA meeting with the DCO, DIRAUX, District RBS Specialist and others as appropriate and progress/status on state legislative bills.
6. Contribute written articles to your district newsletter and *Navigator* and provide written reports of all district conferences and board meetings. Ensure copies of all articles and reports are provided to the DCO and NLL-AC.
7. Foster a meaningful and ongoing relationship with the state boating authority's legislative coordinator where such position exists.
8. Support the goals and objectives of the USCG and USCG Auxiliary.

Establish and maintain a means of communication with the elected Congressional Representatives (both House & Senate) in the state by locating Auxiliary members who know these members of Congress on a personal basis. Further, promote the establishment of an agreement with the Auxiliarists to assist in communicating with these members of Congress, when required and authorized, in support of an Auxiliary and/or Coast Guard position before Congress. Initial emphasis should be placed on locating Auxiliary contacts and establishing and strengthening relationships with members on committees in both houses of Congress who deal with Coast Guard and Boating Safety matters.

Establish and maintain contact with these members of Congress on a routine basis so that these members and their staffs are familiar with the Auxiliary; who we are, what we do, our mission and its importance to the nation, what benefit we provide the Coast Guard and boating public, how we support Homeland Security, etc. A good way to achieve this is by encouraging our units to invite these members of Congress and/or their staffs to appropriate district, division, and flotilla meetings and ceremonies/events and by ensuring copies of district/division publications are sent to their local and Washington offices.

Provide the NLL-AC with the status of on-going actions (licensing, mandatory education, etc.) and with appropriate advice and recommendations as to actions the Auxiliary should take at the local, state and/or National level.

In all tasks, place emphasis on ensuring the appropriate DCO and the National LLC Area Coordinator are kept fully informed.

Traits and characteristics required to achieve success in the position.

- Be a highly visible and easily accessible resource for the Auxiliary.
- Have access to e-mail and be online to foster quick, effective and efficient communication.
- Be proactive concerning the status of planned, proposed, pending and introduced legislation in your state.
- Have a good understanding of Auxiliary policies, programs, and organizations, including the structure and methods of communications within the Auxiliary.

Goals and Objectives:

With the aid and support of your DCO, NLLC Chair, Vice Chair and NLL-AC:

1. Track and log annual BLA meetings by the state and communicate the outcome of the meetings to the NLLC via an After Action report to your DCO and NLL-AC.
2. Maintain oversight of all boating related legislation in process within your state.
3. Establish a list of Auxiliarists with personal relationships of local, state and federal representatives and maintain a means of contact with those Auxiliarists.
4. Basic LLO qualifications should include:
 - Active in either the PE, OP, VSC or MDV programs.
 - Understanding of the structure and methods of communication within the Auxiliary.
 - Understanding of the state's legislative system and process and willing to seek out and develop working relationships with the legislators and their staffs.
 - Should be a self-starter requiring minimum supervision.
 - Is willing to commit to the time required to get the job done.
 - Live within the state and in reasonable proximity of the state capitol.
 - Possesses e-mail and Internet access and has basic computer skills.

Address questions or concerns to your DCO or the NLL-AC for action.