

MSCF LEGISLATIVE LIAISON RESPONSIBILITIES

2008-2009 Legislative Budget Session

1. Distribute communications (e-mails, faxes, letters, etc.) from MSCF to members at your college in a timely fashion.
2. Encourage your local MSCF members to check the MSCF website, www.minnesotastatecollegefaculty.org, for Legislative updates and other important MSCF news.
3. Annually organize and coordinate a local Legislative Forum/Lobby Day for all local legislators and campus leaders before, or at the beginning of, the legislative session.
4. Maintain contact with your local legislators on issues regarding higher education and your college.
5. Attend local political events and encourage other faculty members to speak up and be heard on higher education issues at these events.
6. Attend appropriate meetings and training sessions.
7. Organize a local campus effort each year to actively encourage faculty, staff, students, and other to use the Minnesota Political Contribution Refund (PCR) system. This can be done in both election years and non-election years.
8. If the local legislative liaison is unable to complete any of the above responsibilities, he/she will identify and recruit another MSCF member to fulfill the responsibility.