

**TITLE: LEGISLATION COORDINATOR**  
**DURATION: (SEMESTER/QUARTER)**

**THE LEGISLATION COORDINATOR IS TO MAINTAIN ALL POLICY ACTIVITIES THAT PERTAIN TO BIPOC PEOPLE A YOUTH. ANALYZE THE STRUCTURE AND OPERATION OF GOVERNMENTS, AS WELL AS VARIOUS POLITICAL ENTITIES. MAY CONDUCT SPEECHES REGARDING POLICY, ANALYZE ELECTION RESULTS, OR GIVE THE COMMUNITY INFORMATION ON POLICY THAT THEY SHOULD BE INFORMED ABOUT**

**RESPONSIBILITIES:**

- 1. PROVIDES OUTREACH TO KEY CONSTITUENCIES WHO NEED GUIDANCE ON POLICY.**
- 2. ATTENDS CITY COUNCIL MEETINGS WHEN ABLE, AND ASSISTS WITH THE FORMATION OF RESOLUTIONS**
- 3. INVESTIGATES, AND ANALYZES POTENTIAL COUNCIL INITIATIVES THAT PERTAIN TO BIPOC COMMUNITIES**
- 4. MAY BE REQUIRED TO SPEAK OR MAKE PRESENTATIONS TO GROUPS OF PEOPLE INVOLVED IN LEGISLATION**
- 5. ORGANIZE AND PARTICIPATE IN "REGISTRATION TO VOTE" INITIATIVES**
- 6. PROVIDE EDUCATIONAL CONTENT OR ARTICLES ON NATIONAL POLICY THAT PERTAIN TO BIPOC YOUTH**