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**AVAHO Advocacy Committee***Roles and Responsibilities  
Updated February 2024*

**Overview:**

The role of the Advocacy Committee is to coordinate and deliver AVAHO’s advocacy mission which is “to advocate at the local, state, and federal levels to improve cancer care delivery to our nation’s veterans, and to support the veteran-centered cancer care professionals who are delivering that care.”

The committee should meet monthly, with more frequent meetings possibly occurring in proximity with planned advocacy events or key initiatives occurring within healthcare legislation. Average monthly member time estimate: 2-4 hours per month with possible more time investment around planned events.

As an additional committee not specifically delineated in AVAHO’s bylaws, the members of the advocacy committee may be appointed by the Board of Directors or recruited by the committee chair/executive leadership.

**Committee Membership**:

Membership on the advocacy committee will span a length of two years, with an optional additional two-year membership if desired by the committee member and approved by the committee chair/executive leadership. The committee should consist of 5-10 general members in addition to positions described below, ideally with multiple healthcare disciplines to help with expertise in a wide variety of advocacy efforts. Committee makeup should include:

* AVAHO executive director
* AVAHO president
* AVAHO advocacy/health policy advisor
* Advocacy Chair – serving a 1-year term as chair, with optional additional 1-year if desired and approved by executive director and president. The committee chair will be selected from current committee members by self-nomination or identified by the current chair/president. If there are multiple nominations/choices for chair, then the committee will hold a vote to choose.
* Advocacy Vice Chair – serving a 1-year term, shadowing the chair in all aspects of leading the committee.
* Advocacy veteran/patient member – the committee should make all attempts to have a veteran on the advocacy committee to provide a patient voice for the committee and representatives and can maintain committee membership beyond normal term if desired.
* Advocacy committee general members

**Committee Responsibilities:**

* Review and organization of current legislation through third party congressional software.
  1. Discuss active legislation to determine what bills and topics AVAHO will officially support and draft a review of such legislation with sample letters for members to write their representatives.
* Draft regular communication to AVAHO membership through a newsletter or e-mail blast, containing recent advocacy efforts and topics of interest for members.
* Establish and maintain collaborative relationships with partner organizations advocacy efforts, through joint events, coalitions, and meetings with their advocacy teams.
* Plan and implement advocacy events for the advocacy committee and general membership, such as: webinars, capitol hill days (both virtual and in-person when possible), legislative roundtables, regional events, etc.
* Draft and publish AVAHO response letters to major media outlets, when necessary and useful, to give clarification and response to publications that coincide with AVAHO advocacy priorities.

**Reporting Responsibilities:**

The Advocacy Committee chair will be expected to communicate with the Executive Committee of the Board of Directors, on at least a quarterly basis.