

SE4A/N4A GRASSROOTS COORDINATORS

RESPONSIBILITIES

The SE4A Legislative Committee is made up of one representative from each of the SE4A member states. Each of these members is considered the Grassroots Coordinator for their state. The responsibilities of the Grassroots Coordinators are as follows:

I. Calls to Action

- A. Upon receiving notification from N4A of call to action, follow up with the area agencies on aging in their state to encourage and ensure appropriate action is taken.
- B. Disseminate calls to action to select "non-AAA/Title VI" advocates and organizations who are in a position to assist with advocacy initiatives, such as State Senior Commissions, provider organizations, Silver-Haired Congress, AARP, Alzheimer's Association, to name a few possibilities.

II. Reporting

- A. Compile a summary report (see attached) for their state.
- B. Submit the report to the Legislative Committee chair on a quarterly basis according to the following schedule:
 - Activity during January 1-March 30, report due April 15.
 - Activity during April 1-June 30, report due July 15.
 - Activity during July 1-September 30, report due October 15.
 - Activity during October 1-December 31, report due January 15.

III. Legislative Toolkits: Grassroots Coordinators are also responsible for disseminating the N4A Legislative Toolkits to the area agencies on aging in their states.

20010 SE4A/N4A Grassroots Coordinators

Name	State	Email
Janice Wise Legislative Committee Chair	Florida	wisejd@elderaffairs.org
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Alternates		
Margaret Kelly	North Carolina	msk@mail.lrcog.dst.nc.us
Pam McDaniel	Alabama	pam.mcdaniel@adss.alabama.gov
Pat Freeman	Georgia	pvfreeman@legacylink.org

Instructions for Quarterly Report

1. Reports are due to the Grassroots coordinator according to the following schedule:
 - Activity during January 1-March 30, report due April 15.
 - Activity during April 1-June 30, report due July 15.
 - Activity during July 1-September 30, report due October 15.
2. Enter the time period of the quarter (e.g. January 1- March 30) for which you are completing the report (a).
3. Enter the date of which any action was taken (b).
4. Describe what action you took such as sent a letter or email or made a phone call and who you contacted (i.e. which Senator/Representative) (c).
5. Put the name/title of the person who took action such as John Doe, AAA Executive Director (d).
6. Explain any response from the respective elected official and/or any follow up you took with the elected official (e).

