

IREM[®] U.S. Chapter Legislative Contact

Job Description

General description: Serve as the liaison between the Chapter and state legislators, assist with monitoring legislation and advocate for policy priorities. Assist with building and maintaining with legislative offices and relevant stakeholders to influence state-level policy decisions.

Desired qualities of the IREM Chapter Legislative Contact:

- Have passion about and, ideally some knowledge of the basics of how the U.S. legislative process works.
- Comfortable speaking with people in elected office and their staff.
- Verbal and written skills.
- Able to commit **3 – 5** hours/per month (or quarter) plus four 1-hour quarterly calls.

Responsibilities as the IREM Chapter Legislative Contact:

- Serves as the liaison between IREM HQ Government Affairs staff and the chapter.
- Assists in the development and distribution of important advocacy information and materials as necessary.
- Communicates with chapter members on pertinent state and federal legislation on important IREM HQ initiatives.
- Assists in establishing and maintaining relationships with coalition partners, such as NAR state and local board and state apartment associations.
- Encourages chapter members to participate in legislative activities, including "Call-for-Action" requests from IREM HQ.
- Participate in virtual quarterly Advocacy Update Meetings in order to stay informed on advocacy matters.

Key Resources:

- [IREM Advocacy Website](#)
- [Advocacy Orientation Video](#)
- IREM Advocacy Resources and Initiatives [Handout](#)
- Where does IREM stand on a policy issue? See IREM's [Policy Statements](#).
- Confused on what a Call to Action is? Watch our [Call to Action Demonstration Video](#).
- What bills are being tracked/calls to action are happening in your state? Visit IREM's [Action Center](#).
- Contact IREM Senior Director of Government Affairs Ted Thurn at tthurn@irem.org or Hillary Vrba, Government Affairs Liaison at hvrba@irem.org.