	Association of Oncology Social Work **Operations Manual – Job Description**	Date Approved	5/6/08. 06/07/21
		Dates Revised	10/13, 6/18
	Advocacy Director	Dates Reviewed	4/29/08, 10/13, 6/18, 5/11/2021, 6/7/2021/ 6/24

I Job Summary

The Advocacy Director is elected by the membership and serves for a three-year term. The Advocacy Director oversees all aspects of the Advocacy Committee (see separate policy and procedure). This position focuses on the information about legislative updates to the Board, Staff and Membership regarding issues related to health care in general and cancer in specific as well as providing education to the membership regarding the political process, political activism and advocacy. The Advocacy Director reports to the President.

II. Duties and Responsibilities

- **A.** Responsible for educating the Board of relevant national or regional legislation.
- **B.** Attends Board meetings and provides a written report concerning advocacy activities and projects throughout the organization.
- **C.** Monitors the development of advocacy activities and projects
- **D.** Identifies sources of potential funding to support new advocacy projects.
- **E.** Maintains communication with AOSW Board regarding status of new and ongoing advocacy projects.
- **F.** Director of Advocacy or the designated committee member will educate the membership regarding legislation through various communication vehicles including website and social media platforms.
- **G.** Shall orient his/her successor to policy and procedures for this position.
- **H.** Foster relationships with current and potential volunteers. Nurture future leaders to advance the mission of the organization.
- **I.** Review job description prior to end of term.

III. Qualifications

- **A.** Active membership in AOSW.
- **B.** Must be able to attend AOSW conference every year of term of office, extenuating circumstances will be considered.
- **C.** Must adhere to the NASW Code of Ethics