



## POSITION DESCRIPTION

### 1. POSITION IDENTIFICATION

<b>Title</b>	Committee Chair
<b>Functional Area</b>	MSEA_Legislative Affairs_Committee
<b>Reports to</b>	MSEA Board  CSEA Legislative Affairs Committee

### 2. POSITION OBJECTIVE

To work in conjunction with the CSEA Legislative Affairs Committee in watching, protecting and promoting the interests of the Enrolled Agent and inform members of new laws or changes to existing laws which affect the general public and the profession of Enrolled Agents.

### 3. COMPETENCIES REQUIRED

The following competencies are required for this position:

<b>Communication</b>	<ul style="list-style-type: none"> <li>• The ability to speak to local representatives about areas of concern and to present status to fellow Enrolled Agents.</li> </ul>
<b>Team work</b>	<ul style="list-style-type: none"> <li>• The ability to work with other Enrolled Agents in promoting CSEA sponsored bills.</li> </ul>
<b>Problem solving</b>	<ul style="list-style-type: none"> <li>• The ability to have an understanding of the legislative process</li> </ul>

<b>Self Management</b>	<ul style="list-style-type: none"> <li>• The ability to meet with local representatives</li> <li>• The ability to attend their events as often as possible</li> </ul>
<b>Planning and organizing</b>	<ul style="list-style-type: none"> <li>• The ability to plan a visit to the local representatives offices</li> <li>• Organizing other Enrolled Agents to do the same</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>• Having a range of IT skills</li> </ul>
<b>Learning</b>	<ul style="list-style-type: none"> <li>• Managing own learning</li> </ul>
<b>Initiative and enterprise</b>	

<b>4. KEY PERFORMANCE OBJECTIVES</b>	
<b>Outputs</b>	<b>Key Performance Indicator</b>
Visits to local representatives offices	Office Visit Report is sent to CSEA
Generate as much interest as possible in CSEA Legislative Day	Number of MSEA attendees over prior year
Change in status in any CSEA supported bill	Report to MSEA Board and membership

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**5. PERSON SPECIFICATION  
QUALIFICATIONS/KNOWLEDGE/EXPERIENCE**

Qualifications – Desirable:

- Enrolled Agent

Knowledge, Skills & Experience (Essential):

- An understanding of the Legislative Process
- Experience in attending CSEA Legislative ( Jim Stern) Day
- An understanding of bills discussed

Knowledge, Skills & Experience (Desirable):

**6. ORGANIZATIONAL RELATIONSHIPS/AUTHORITY**

**ORGANIZATIONAL RELATIONSHIPS**

Reports to:

- MSEA Board and Membership
- CSEA Legislative Affairs Committee

Manages:

Internal Contacts:

- Other committee members

External Contacts:

- CSEA Legislative Affairs Committee

**ORGANIZATIONAL AUTHORITY**

Decisions made in the position:

- When :Legislative Office visits
- What: Topics to be discussed ( a CSEA position on a bill)

Decisions referred:

- CSEA determines the position on bills

## **8. GENERAL RESPONSIBILITIES**

- Keeping MSEA membership up to date on new or pending tax laws
- Generate interest in involvement at the local level and at Sacramento
- Promoting public awareness of Enrolled Agents