

## **Ideal ACCG County Legislative Coordinator (CLC) Responsibilities**

**While the Georgia General Assembly is in session, County Legislative Coordinators are encouraged to:**

- Monitor and evaluate ACCG's weekly Legislative Update, occasional Action Alerts, and Facebook Live updates, if possible, for their impact on county government operations.
- Disseminate these updates and alerts to appropriate county officials and staff, ensuring that ACCG's bill summaries and positions are known.
- Initiate and coordinate your county's response and feedback on issues to ACCG. While ACCG sometimes specifically solicits feedback, feel free to provide input on any issue at any time.
- Initiate and coordinate your county's response on issues to your local legislative delegation.
- Inform county commissioners, officials and staff on how to use the ACCG legislative tracking feature on our website at [www.accg.org](http://www.accg.org).
- Receive and appropriately disseminate ACCG's notification when local legislation is introduced impacting your county.
- Work to strengthen the relationship and communication between your Board of Commissioners and your local legislative delegation.
- Maintain direct contact information for your local legislative delegation.

**The County Legislative Coordinator ideally should have:**

- Access to all department heads and county officials to obtain information and data.
- Access to the Board of Commissioners.
- Working knowledge of county operations.
- Ability and time to respond to requests for information from the ACCG policy staff in a timely manner – even brief responses are helpful.
- Authority within the county government structure to receive timely responses to request for information.
- Ability to provide periodic reports to the Commissioners and other county officials on the legislative reports and activities of ACCG.
- Permission, if possible, to contact members of the local legislative delegation directly.

**Important 2020 dates and events to remember:**

- ACCG Legislative Updates are sent, and Facebook Live occurs, every Friday.
- Capitol Legislative Updates are held at 10:00 a.m. every Friday during session in room 328 of the Coverdell Legislative Office Building.
- 2020 Capitol Connection Conference – February 27-28
- ACCG Annual Meeting – April 24-27