

STATE CHAIR GOALS – OHIO 2011

This sheet contains ALEC's overarching goals for State Chairs and then details how your state is doing and what the goals are for ALEC in your state.

1. Increase Public Sector Membership
2. Increase Public Sector Meeting Attendance
3. Introduce and Enact ALEC Model Legislation
4. Increase Scholarship Fundraising

OHIO

1. **Increase Public Sector Membership** – Ohio has done an excellent job of increasing membership and ALEC would like to see these numbers increase even further from 67 (or 51 percent) to 71 (or 54 percent).
 - a. **GOAL:** Bring on 4 new members.
2. **Increase Public Sector Meeting Attendance** – Ohio's meeting attendance is excellent and ALEC would like to see it continue at the same rates.
 - a. **GOAL:** Maintain meeting attendance rates.
3. **Introduce and Enact ALEC Model Legislation** – ALEC State Chairs take the lead in encouraging and enabling their delegation to introduce and enact ALEC model legislation in the state.
 - a. **GOAL:** Introduce and enact model legislation.
4. **Increase Scholarship Fundraising** – Ohio has brought in a great deal of scholarship funding. Ohio needs to maintain fundraising to meet scholarship needs.
 - a. **GOAL:** Maintain fundraising at a level that meets scholarship needs.

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Host Committee Operating Manual

AMERICAN LEGISLATIVE EXCHANGE COUNCIL
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Host Committee Operating Procedures

- ❖ The ***Host Committee*** is a temporary body made up of ALEC state legislators, private sector members, foundations, and advisors established to help organize and raise financial support for the *Spring Task Force Summit* in conjunction with ALEC's national headquarters staff.
- ❖ The ***ALEC State Chair*** shall appoint members to serve on the Host Committee. Membership on the Host Committee is strictly voluntary.
- ❖ ***Funds raised*** by the Host Committee will be used by ALEC to offset approved *Spring Task Force Summit* expenses. Remaining funds, if any, may be used by ALEC for general operating expenses.
- ❖ ***ALEC's Executive Director*** will authorize the disbursement of any funds for approved events. Said disbursements will be made by the ALEC national office in a timely manner.
- ❖ ***All invoices*** for sponsorship contributions shall be processed by the ALEC national office. Invoice request forms shall be provided to the Host Committee by the ALEC national office.
- ❖ ***All funds received*** locally by the Host Committee shall be sent in a timely manner to the ALEC national office for deposit in an authorized ALEC bank account. Financial statements regarding the *Spring Task Force Summit* shall be provided by the national office to the Host Committee Chair(s) upon request.
- ❖ ***The Host Committee's*** fundraising goal is \$50,000 raised by March 1st. The Committee should focus its efforts on the *Opening Reception* (\$40,000) and *General Support* (\$20,000).

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Host Committee vs. National Staff Duties

Host Committee

- ❖ Establish Host Committee comprised of ALEC public and private sector members.
- ❖ Raise funds from companies that ***are not current members*** of ALEC.
- ❖ Recruit/organize volunteers (5 total) for registration desk and welcome/information services.
- ❖ Help secure participation of state/local elected officials (e.g., mayor, governor, etc.) and local or national business leaders.

ALEC National Staff

- ❖ Organize all logistical aspects of the *Spring Task Force Summit*:
 - Plan issue workshops, meal functions, and ALEC business meetings (i.e., Board of Directors, State Chairs, Task Force Chairs)
 - Invite and secure all speakers
 - Manage all housing and registration
 - Negotiate all contracts
 - Fulfill staging, A/V, and production requirements
 - Supervise award(s) nomination/selection process
- ❖ Raise funds from ***current ALEC private sector members*** and other companies based outside Ohio.
- ❖ Invoice all Summit sponsorships.
- ❖ Oversee legal, accounting, and financially oriented matters (i.e., vendors, contracts, labor, etc.).

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ALEC National Staff
Spring Task Force Summit Duties

Executive Director

- ❖ Coordinate all ALEC staff
- ❖ Manage ALEC's policy agenda
- ❖ Oversee contracts and legal matters

Membership Department

- ❖ Manage all major donors for sponsored events
- ❖ Supervise fundraising from current ALEC members
- ❖ Coordinate all Host Committee Activities
- ❖ Track and invoice all Host Committee commitments and contributions

Meetings Department

- ❖ Act as ALEC's primary contact with the hotel staff
- ❖ Manage food & beverage, A/V requests
- ❖ Supervise all housing and registration activities

Policy Department

- ❖ Develop agenda for the *Spring Task Force Summit*

Public Affairs Department

- ❖ Manage all media requirements
- ❖ Secure keynote speakers
- ❖ Produce all publications

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General ALEC Information

- ❖ Founded in 1973, ALEC is the nation's largest nonpartisan individual membership organization of state legislators, with nearly 2,000 members nationwide (almost a third of all state legislators in the country). Nearly 300 foundations, corporations, and associations are private sector members of ALEC.
- ❖ Over one hundred of ALEC's members hold legislative leadership positions in their respective states. In addition to these senior leadership positions, hundreds of other ALEC members are Chairmen or ranking members of committees and caucuses, or hold other significant and influential positions. Currently more than 80 former ALEC members are Members of Congress.
- ❖ ALEC has nine Task Forces, in which public and private sector members develop model policy. The nine Task Forces are:
 - Civil Justice
 - Commerce, Insurance & Economic Development
 - Criminal Justice & Homeland Security
 - Education
 - Health & Human Services
 - International Relations
 - Natural Resources
 - Tax & Fiscal Policy
 - Telecommunications & Information Technology

Spring Task Force Summit Talking Points

- ❖ ALEC's 2011 Spring Task Force Summit (STFS) will be held April 29th - 30th in Cincinnati, Ohio.
- ❖ The Hotel will be the Hilton Cincinnati Netherland Plaza.
- ❖ Public and Private sector Task Force members will meet to discuss critical issues facing the states and the nation, and develop solutions guided by ALEC's founding principles of limited government, free markets, individual liberty and federalism.
- ❖ At meal sessions, a reception and hospitality suite, members will have the opportunity to network with like-minded members from throughout the nation.
- ❖ ALEC legislative Task Force members are reimbursed for travel. Room and tax fees for a two-night stay are covered by ALEC.



2011 SPRING TASK FORCE SUMMIT **LEGISLATIVE MEMBER** **REIMBURSEMENT POLICY**

ALEC LEGISLATIVE TASK FORCE MEMBERS

ALEC legislative Task Force members are reimbursed for travel. Room and tax fees for a two-night stay are covered by ALEC.

The reimbursement form and all receipts must be faxed to **Stephanie Linn, Policy Coordinator at 202-379-4386.**

Please note: Receipts **must** be provided in order to be reimbursed and all requests must be submitted after the meeting. Reimbursements will be sent out within 30 days from the time ALEC receives the form and all receipts.

ALTERNATES

Alternates who attend the Spring Task Force Summit may be reimbursed out of the state scholarship fund ***upon State Chair approval.*** Receipts must be submitted to the State Chair.

If you have any questions, please contact Stephanie Linn at (202) 379-4386.

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