



Pennsylvania Alliance of
Retirement Community Residents

JOB DESCRIPTION

Title: PARCR Legislative Affairs Director

Description: The legislative affairs director is responsible for obtaining information regarding legislation, rules and regulations from state and national agencies that is pertinent in the lives of seniors and provides this information to the PARCR membership on a regular basis. This office is an appointed position and is not subject to term limits and serves at the pleasure of the Board.

Specific Responsibilities:

The legislative affair director

- *Maintains communications with the contact person from LeadingAge PA and provides this information to the PARCR membership.
- *Obtains pertinent information that impacts seniors from emails and contacts from LeadingAge PA.
- *Researches pertinent information from National and State Agencies.
- *Provides pertinent information to PARCR members by written articles through the Internet and the PARCR Post.
- *Provides reports at Quarterly meetings.

Qualifications:

- *Must be a resident of a CCRC/LPC and a PARCR member
- *Have reasonably good communication skills
- *Be able to do research electronically and communicate electronically
- *Be able to write reports from legislative and advocacy information
- *Be familiar with rules and regulations that effect community senior living
- *Be able to provide information that assists senior to advocate for improvements in rules, regulations, and laws
- *Be accustomed to speaking in public to give reports of legislative interest.