

**Idaho Physical Therapy Association
Job Description
Federal Government Affairs Liaison**

1.0 INTRODUCTION

The purpose of this job description is to establish and define the functional role, requirements, reporting relationships, authority, tasks and responsibilities, and measurements of performance of the Federal Government Affairs Liaison (FGAL).

2.0 FUNCTIONAL ROLE

APTA's Board of Directors identified the need for greater grassroots and member involvement in the Federal government affairs process at its March 1998 meeting. To accomplish this objective, APTA Board of Directors initiated the development of a new Federal Government Affairs Committee and network of contacts at the Component level to enhance APTA's agenda at the Federal level, including a system of grassroots member involvement. Essential to this effort is each Component's Federal Affairs Liaison.

2.1 The FGAL is the coordinator of the IPTA's involvement with the APTA government affairs process and department.

2.2 **Term:** The IPTA President appoints one individual to serve as the Federal Government Affairs Liaison for a one-year term and is consistent with Congress's legislative session.

3.0 REQUIREMENTS

3.1 **Membership:** Required. May be a PT, PTA or Life Member.

3.3 **Experience:** Attendance at one or more legislative events, and one term of service on the IPTA BOD.

3.4 **Skills, Knowledge, and Abilities:**

Skill and knowledge to identify and prioritize legislative issues and the ability to communicate effectively with the Government Affairs committee and legislators.

3.5 **Physical and Mental Requirements:**

3.5.1 **Physical:** Physically attend Annual Advocacy Academy in Washington D.C., listen and actively participate in the Advocacy Academy and communicate effectively with Senators, Congressmen and their Legislative Assistants.

Mental: Requires strong reasoning and interpretative skills. Basic knowledge of legislative issues that effect the profession of physical therapy and health care in general. Good reading, writing and spelling ability to communicate clearly and effectively in the English Language on all levels.

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Requires organizational skills and discernment in handling and protecting APTA legislative information. Must have excellent interpersonal skills.

4.0 REPORTING RELATIONSHIPS

- 4.1 The FGAL is appointed by the President of the IPTA.
- 4.2 The FGAL reports to the Legislative Committee Chair.
- 4.3 No positions report to the FGAL.

5.0 AUTHORITY

- 5.1 The FGAL has the authority to attend the Advocacy Academy in Washington D.C annually, subject to the limitations issued by the Board of Directors.
- 5.2 The FGAL has the authority to speak on behalf of the IPTA with regards to all federal or national legislative issues.
- 5.3 Expected Reimbursement:
 - 5.3.1 Annual Advocacy Academy, airfare, hotel, and registration are paid for by the APTA. Additional expenditures, i.e. meals and local transportation are considered the responsibility of the FGAL but may be reimbursed by the IPTA with the advance and expressed approval by the IPTA Board and receipts submitted in accordance with IPTA policy.
 - 5.3.2 Mileage is reimbursed at the current IPTA-approved rate (\$0.40 per mile).
 - 5.3.3 Parking is reimbursed at local events for the actual receipt at the event in which they are participating.
 - 5.3.4 Reimbursement for other expenses (e.g. lodging, meals) must be approved by the Board of Directors.

6.0 TASKS AND RESPONSIBILITIES

- 6.1 Providing input from the grassroots membership to government affairs staff of APTA and fill out annual critical issues survey.
- 6.2 Disseminate information to the grassroots membership from the APTA Board of Directors, Government Affairs Committee, and government affairs staff of APTA.
- 6.3 Assist in the identification of potential APTA Key Contacts from your chapter. Liaisons to APTA sections do not have this responsibility since Key Contacts are identified at the state level.

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- 6.4 Attend regular IPTA meetings to relay legislative and regulatory information to the grassroots members of your component.
- 6.5 Attendance at the Annual Federal Government Affairs Forum. Each Liaison is required to attend the Forum to fulfill their role and responsibilities.
- 6.6 Recruitment of participants of APTA advocacy event, such as the Forum, rallies, or other grassroots activities.
- 6.7 Coordination of practice visits in your state to bring Members of Congress into every physical therapy practice settings.
- 6.8 Attendance at political events, with the assistance of the PT-PAC in Idaho.
- 6.9 Coordination with the IPTA legislative chairperson on component grassroots networks, policy development, and identification of emerging issues.

7.0 MEASUREMENTS OF PERFORMANCE

- 7.1 Assisted with the establishment of APTA's Critical Government Affairs Issues.
- 7.2 Facilitated the grassroots network, including key contacts for Congressional districts in your state.
- 7.3 Providedg input from the grassroots membership to the IPTA Legislative Committee and to the Government Affairs Staff of APTA.
- 7.4 Disseminated information to the grassroots membership from the APTA Board of Directors, Government Affairs Committee, IPTA Legislative Committee and government affairs staff of APTA.
- 7.5 Provided relevant and timely testimony and worked with the IPTA Board of Directors to select and contact in a timely manner member(s) needed to testify at legislative hearings.
- 7.6 Assisted in the identification of APTA Key Contacts from Idaho.
- 7.7 Attended all IPTA BOD meetings to relay legislative and regulatory information to the Board and the grassroots members of Idaho.
- 7.8 Attended the Annual Advocacy Academy. Fulfilled responsibilities at the Academy.
- 7.9 Recruited participants to the APTA Annual Advocacy Academy, and other legislative events, such as the PAC fund raisers, rallies, or other grassroots activities.

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- 7.10 Coordinated practice visits to bring Members of Congress into every physical therapy practice settings.
- 7.11 Attended political events, with the assistance of PT-PAC in your state.
- 7.12 Coordinated with the state legislative chairperson on component grassroots networks, policy development, and identification of emerging issues.

8.0 ACKNOWLEDGMENTS

I have reviewed and understand the above job description. I also agree that the Board of Directors has the right to change this job description by providing notice to me of the changes.

FGAL	Date
President of the IPTA	Date