

**Idaho Physical Therapy Association
Position Description
Legislative Committee Chair**

1.0 INTRODUCTION

The purpose of this position description is to establish and define the functional role, requirements, reporting relationships, authority, tasks and responsibilities, and measurements of performance of the Legislative Committee Chair (LCC).

2.0 FUNCTIONAL ROLE

- 2.1 The IPTA's Board of Directors identified the need for a greater voice legislatively, locally and federally. The IPTA also recognized the need for grassroots and member involvement in the State and Federal government affairs process. To accomplish this objective, IPTA's Board of Directors developed a Legislative Committee Chair to enhance IPTA's agenda at the with our State and Federal Governments, including a system of grassroots member involvement.
- 2.2 The LCC is the coordinator of the IPTA's involvement with the Idaho government affairs process and department.
- 2.3 The IPTA President appoints one individual to serve as the Legislative Committee Chair for a two-year term.

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 IPTA Legislative Committee, APTA Government Affairs Committee and State and Federal legislators.
- 3.5 **Physical and Mental Requirements:**
 - 3.5.1 **Physical:** Physically attend IPTA Board meetings and IPTA Legislative Committee meetings. Actively participate in the Committee and communicate effectively with Idaho and National 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.

Idaho Physical Therapy Association

Position Description

Legislative Committee Chair

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

4.0 REPORTING RELATIONSHIPS

4.1 The Legislative Committee Chair is appointed by the President of the IPTA.

4.2 The Legislative Committee Chair reports to the President and BOD.

4.3 The following positions report to the LCC:

4.3.1 Federal Government Affairs Liaison

4.3.2 State Government Affairs Liaison

4.3.3 Idaho Key Contacts

4.3.4 Federal Key Contacts

4.3.5 All Legislative Committee members.

5.0 AUTHORITY

5.1 The LCC has the authority to speak on behalf of the IPTA with regards to all State and Federal legislative issues.

5.2 The LCC has the authority to select Legislative Committee members.

5.3 The LCC has the authority to offer input to the President of the IPTA with regards to appointment of the FGAL, SGAL and Key Contacts.

5.4 Expected Reimbursement:

5.4.1 Expenditures, i.e. meals and local transportation are considered the responsibility of the LCC 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.

5.4.2 Mileage is reimbursed at the current IPTA-approved rate (\$0.40 per mile).

5.4.3 Parking is reimbursed at local events for the actual receipt at the event in which they are participating.

5.4.4 Reimbursement for other expenses (e.g. lodging, meals) must be approved in advance by the IPTA Board of Directors.

6.0 TASKS AND RESPONSIBILITIES

6.1 Responsible to attend regular IPTA BOD meetings to relay Idaho and Federal legislative and regulatory information to the Board and the grassroots members of Idaho.

Idaho Physical Therapy Association

Position Description

Legislative Committee Chair

- 6.2 Responsible to coordinate all efforts of the Committee in working with the contracted lobbyist and IPTA staff to advance the Chapter's legislative agenda.
- 6.3 Responsible to provide testimony and work with the IPTA Board of Directors to select and contact in a timely manner member(s) needed to testify at legislative hearings.
- 6.4 Responsible for assisting in campaigns for Idaho and National candidates that share legislative views consistent with the Mission and Vision of the IPTA / APTA.
- 6.5 Is responsible for providing input from the grassroots membership to the IPTA Legislative Committee and to the Government Affairs Staff of APTA.
- 6.6 Ensures facilitation of the grassroots network, including key contacts for Congressional districts in your state as well as National Senators and Congressmen.
- 6.7 Ensure's the dissemination of information to the grassroots membership from the APTA Board of Directors, Government Affairs Committee, IPTA Legislative Committee and government affairs staff of APTA.
- 6.8 Responsible for the recruitment of participants at legislative events, such as the PAC fund raisers, rallies, or other grassroots activities.
- 6.9 Ensures the coordination of practice visits in your state to bring Members of Idaho Congress into every physical therapy practice settings.
- 6.10 Responsible to attend political events, with the assistance of the Idaho PT-PAC.
- 6.11 Ensures coordination with the state legislative chairperson on component grassroots networks, policy development, and identification of emerging issues.

7.0 MEASUREMENTS OF PERFORMANCE

- 7.1 Attended all IPTA BOD meetings to relay Idaho legislative and regulatory information to the Board and the grassroots members of Idaho.
- 7.2 Coordinated all efforts of the Committee in working with the contracted lobbyist and IPTA staff to advance the Chapter's legislative agenda.
- 7.3 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.
- 7.4 Assisted in campaigns for Idaho Senators and Congressmen.
- 7.5 Providedg input from the grassroots membership to the IPTA Legislative Committee and to the Government Affairs Staff of APTA.
- 7.6 Facilitated the grassroots network, including key contacts for Congressional districts in Idaho.

Idaho Physical Therapy Association

Position Description

Legislative Committee Chair

- 7.7 Disseminated information to the grassroots membership from the APTA Board of Directors, Government Affairs Committee, IPTA Legislative Committee and government affairs staff of APTA.
- 7.8 Assisted in the identification of APTA Key Contacts for the State of Idaho and National Senators and Congressmen.
- 7.9 Recruited participants to legislative events in Idaho, such as the PAC fund raisers, rallies, or other grassroots activities.
- 7.10 Coordinated practice visits to bring Idaho Members of Congress into every physical therapy practice settings.
- 7.11 Attended political events, with the assistance of Idaho PT-PAC.
- 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.

LCC
_____ Date

President of the IPTA
_____ Date