

**Idaho Physical Therapy Association  
Position Description  
State Government Affairs Liaison**

**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 State Government Affairs Liaison (SGAL).

**2.0 FUNCTIONAL ROLE**

- 2.1 The IPTA's Board of Directors identified the need for greater grassroots and member involvement in the State government affairs process. To accomplish this objective, IPTA's Board of Directors developed a State Government Affairs Liaison to enhance IPTA's agenda at the our State Government, including a system of grassroots member involvement. Essential to this effort is our State's Government Affairs Liaison.
- 2.2 The SGAL 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 State Government Affairs Liaison for a two-year term and is consistent with Idaho'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 State legislators.
- 3.5 **Physical and Mental Requirements:**
  - 3.5.1 **Physical:** Physically attend Annual State Government Affairs Forum, listen and actively participate in the Forum and communicate effectively with Idaho 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. Requires organizational skills and discernment in handling and protecting APTA legislative information. Must have excellent interpersonal skills.

**4.0 REPORTING RELATIONSHIPS**

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

**5.0 AUTHORITY**

- 5.1 The SGAL has the authority to attend the Annual State Government Affairs Forum, subject to the limitations issued by the IPTA Board of Directors.
- 5.2 The SGAL has the authority to speak on behalf of the IPTA concerning all State legislative issues.
- 5.3 Expected Reimbursement:
  - 5.3.1 State Government Affairs Forum, airfare, hotel, and registration are paid for by the APTA. Additional expenditures, i.e. meals and local transportation are considered the responsibility of the SGAL 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 in advance by the IPTA Board of Directors.

**6.0 TASKS AND RESPONSIBILITIES**

- 6.1 Ensures facilitation of the grassroots network, including key contacts for Congressional districts in your state.
- 6.2 Responsible for assisting in campaigns for candidates that share legislative views consistent with the Mission and Vision of the IPTA.
- 6.3 Is responsible for providing input from the grassroots membership to the IPTA Legislative Committee and to the Government Affairs Staff of APTA.
- 6.4 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.

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- 6.5 Responsible to attend regular IPTA BOD meetings to relay Idaho legislative and regulatory information to the Board and the grassroots members of Idaho.
- 6.6 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.
- 6.7 Mandatory attendance at the State Government Affairs Forum. Each Liaison is required to attend the Forum and is required to fulfill their role and responsibilities at the Forum.
- 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 Facilitated the grassroots network, including key contacts for Congressional districts in Idaho.
- 7.2 Assisted in campaigns for Idaho Senators and Congressmen.
- 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 Assisted in the identification of APTA Key Contacts for the State of Idaho.
- 7.6 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.
- 7.7 Attended all IPTA BOD meetings to relay Idaho legislative and regulatory information to the Board and the grassroots members of Idaho.

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- 7.8 Attended the State Government Affairs Forum. Fulfilled responsibilities at the Forum.
- 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.

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SGAL Date

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President of the IPTA Date