



## Government Affairs Committee (GAC) Fact Sheet

### *Chair*

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### *Staff Liaison*

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### ***What is the Government Affairs Committee (GAC)?***

The Government Affairs Committee (GAC) monitors legislation and regulatory activities affecting physical therapist-owned businesses, participates in coordinated activities with the Section's Lobbyist, completes Section strategic plan objectives, and encourages grassroots action from the Section membership in support of key legislative priorities.

### ***How is the Government Affairs Committee organized?***

The GAC is led by a Chair and supported by a staff liaison. The Committee is also supported by a Board liaison who represents the committee to the Board of Directors.

The GAC may choose to establish task forces that facilitate the support of key legislative priorities and the completion of strategic plan objectives.

The volunteer is usually appointed for a three-year term and may be re-appointed for no more than a total of two consecutive terms of service. **Volunteers begin their term at the Annual Conference.**

### ***How often does the Government Affairs Committee meet?***

The GAC may meet 1-2 times in-person each year. The GAC may hold 6 or more conference calls a year at the discretion of the Chair.

### ***Who pays my expenses?***

When approved by the Board, expenses incurred at face-to-face meetings will be reimbursed pursuant to the Section's Financial Policies and Procedures. A reimbursement form with receipts must be submitted to the office to receive payment.

### ***What are my responsibilities?***

Volunteers are expected to attend the Annual Conference.

Other responsibilities include active participation, prompt responses to messages, and the following:

1. Attend face-to-face meeting and conference calls.
2. Identify and encourage Key Contact Program member participation.
3. Identify and recommend, along with the Chair and Lobbyist, key legislative priorities.
4. Identify communication and educational needs to keep members informed.
5. Chair a task force for project completion if requested.
6. Assist with review of information and links related to legislation and regulatory affairs.

**What are the qualifications?**

- Must be a PPS member in good standing.
- Must be organized and detail-oriented to complete assignments.
- Must maintain a working e-mail address in the PPS membership database.
- Must be able to respond to queries promptly.

**Chair Position Description:**

The key roles of the Chair are facilitation, coordination, communication, and volunteer group leadership – ensuring that the volunteers, including ad hoc volunteers, are actively engaged in the achievement of the scope of work and the Section’s strategic plan. This individual, in collaboration with the staff liaison, actively participates in the work of the Government Affairs Committee, provides thoughtful input to the deliberations, and focuses on the best interests of PPS, its membership, and partners, and works toward the accomplishment of the volunteer group’s goals as described in the strategic plan. This position term is a three-year commitment and is appointed by the Board of Directors.

**What are the Chair’s responsibilities?**

1. Attend all face-to-face meetings and conference calls.
2. Attend the Supercommittee meeting 1-2 times per year.
3. Collaborate with staff liaison to develop meeting agendas.
4. Review all relevant materials prior to meetings in order to facilitate discussion and task completion.
5. Communicate regularly with Committee members to ensure that volunteer obligations are fulfilled.
6. Support diversity and inclusion by assisting in the identification and growth of future section leaders.
7. Accept and complete special assignments as requested.
8. Identify and encourage potential speakers to submit proposals on key legislative priorities.
9. Choose a task force chair for selected projects.
10. Write an article for *Impact* magazine.
11. Provide reports to the Board of Directors on the activities of the Committee.
12. Promote the Section’s strategic plan by the completion of goals and objectives as assigned.
13. Communicate and collaborate with section Lobbyist.
14. Collaborate with APTA on identified key legislative issues to coordinate advocacy efforts.
15. Participate in the development of key legislative priorities.
16. Support the PPS Key Contact Program.
17. Monitor specific federal issues and lobbying efforts affecting physical therapist-owned businesses.
18. Recommend to the Board potential strategic alliances that support the key legislative and strategic priorities.
19. Review informational resources and links related to legislation and regulatory affairs.
20. Collaborate with other PPS Committee chairs for the benefit of the Section members and completion of the strategic plan.
21. Represent the section at the APTA Federal Advocacy Forum, historically held in April.