

Section 4. Chair of the Legislative and Government Affairs Committee

General Responsibilities:

He or she shall:

- ◆ Act as a liaison between state and federal legislature and the North Dakota Board of Medical Examiners and the constituency.
- ◆ Mentor membership concerning legislative issues and craft new PA legislation in concert with the Board of Directors.
- ◆ Work with lobbyist and legal counsel.
- ◆ Provide leadership to the committee.
- ◆ Submit written reports at least two weeks prior to each Board of Directors meeting.
- ◆ Write articles for NDAPA's newsletter, *The Review*, to regularly update the PA constituency.
- ◆ Write letters to membership during times of important legislation to inform the constituency and gain support for PA issues.
- ◆ Make policy recommendation to the Board of Directors, when appropriate.

Committee Responsibilities:

He or she shall:

- ◆ Implement (through approved written recommendations) the Board of Directors charges to the committee.
- ◆ After reviewing the charges from the Board of Directors for the year, prepare a yearly committee budget to be approved by the Board of Directors.
- ◆ Report back to the committee the decisions of the board that may affect the committee's work or activities.
- ◆ Provide leadership to the committee.
- ◆ Provide oversight of committee functions.
- ◆ Appoint committee members.
- ◆ Solicit new volunteers to serve on the committee.

Attendance Responsibilities:

He or she shall:

- ◆ Attend and facilitate all committee meetings.

- ◆ Miss no more than one Board of Directors meeting.
- ◆ Attend Leadership Retreat/Strategic Planning Session.

This position requires approximately 5-8 hours a month with an increase in hours while state/federal legislatures are in session, especially if they are voting on specific PA legislation. Skills/experience needed to successfully serve in this position include the following:

- ◆ *Interest in the legislative process*
- ◆ *Prior committee member experience (recommended)*
- ◆ *Communication Skills*
- ◆ *Delegation Skills*
- ◆ *Leadership Skills*
- ◆ *Diplomacy Skills*
- ◆ *Administrative Skills*