

Section 5. Chair of the Reimbursement Committee

General Responsibilities:

He or she shall:

- ◆ Become aware of current reimbursement legislation/policies concerning Medicare/Medicaid issues and other third-party payers.
- ◆ Write a minimum of two articles/letters for NDAPA's newsletter, *The Review*, on reimbursement issues or a summary of committee activities.
- ◆ Serve as a contact for organization members concerning third-party payment issues.
- ◆ Submit written reports at least two weeks prior to each Board of Directors meeting.
- ◆ Make policy recommendations 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 1-3 hours a month. Depending on the current issues, this position could require 3-7 hours a month. Skills/experience needed to successfully serve in this position include the following:

- ◆ *Interest in reimbursement*
- ◆ *Prior committee member experience (recommended)*
- ◆ *Communication Skills*
- ◆ *Delegation Skills*
- ◆ *Leadership Skills*
- ◆ *Administrative Skills*