

## **Member for Government Affairs (MGA)**

### **Qualifications**

Shall be an occupational therapy practitioner licensed in the State of Connecticut and in good standing with ConnOTA.

### **Term in Office**

This is an elected position 2-year position. May serve for two consecutive terms or until their successors are elected, and their term of office shall commence on July 1st of each calendar year. In the event of an uncontested election the Secretary may cast one ballot for the Corporation

### **Position Description**

The position of Member for Government Affairs is a voting member of the Board of Directors to work with the association lobbyists to monitor and respond to legislative activities on a state and federal level and recommend a course of action to the board based upon the current environment.

### **Responsibilities**

1. Shall report activities at board and membership meetings and maintain contact with the legislative liaisons hired by ConnOTA in ensuring that the board and members are informed about any important upcoming legislation or events.
2. Shall form and actively participate in a leadership role in a government affairs committee as needed to monitor legislation and emails.
3. Shall maintain an electronic shared folder with the board in an organized and efficient manner to access information when requested related to job functions.
4. Shall develop competency in the use of the back end of the website to conduct association business and maintain a list of short cuts for future use.
5. Shall communicate with the membership through the association's web site and email alerts on important items.
6. Shall communicate and consult with state and federal agencies in conjunction with the President on issues needing action or input.
7. Shall complete an annual report and term report while maintaining and reviewing a strategic plan for legislative matters.
8. Shall train the MGA -Elect and remain on as a consultant to the new Member for Government Affairs for 3 months after the new board transitions.
9. Shall attend 90% of all ConnOTA board meetings unless excused by President
10. Resignation is in writing to the President and will commence once a new board member is replaced and trained.