



POSITION DESCRIPTION

Payment Committee Chair

1.0 INTRODUCTION

The purpose of this position description is to establish and define the functional role, requirements, reporting relationships, and authority of the APTA Idaho Payment Committee Chair.

2.0 FUNCTIONAL ROLE

- 2.1** The APTA Idaho Board of Directors identified the need for greater engagement regarding payment issues, on the state and federal level. The board also recognized the need for member involvement in the state and federal payment process. To accomplish this objective, the APTA Idaho Board of Directors developed a Payment Committee Chair position to lead these efforts.
- 2.2** The Payment Committee Chair is the coordinator of the APTA Idaho involvement with the Chapter's payment agenda.
- 2.3** The Payment Committee Chair will recruit members to join the committee and provide direction for committee members in carrying out the Chapter's and the Association's payment agenda.
- 2.4** The Payment Committee Chair will lead efforts to solicit member input on the Chapter's payment agenda and will collaborate with Chapter members to identify subject matter experts to assist with answering questions and providing advocacy for members.
- 2.5** The Payment Committee Chair will participate in board and Chapter activities as requested.
- 2.6** The Payment Committee Chair will participate in APTA payment activities including online and in-person meetings.
- 2.7** The Payment Committee Chair will stay informed about current

payment issues on the state and federal level and will maintain communication with the Chapter Board of Directors, Legislative Committee, and other categories of membership about relevant issues.

- 2.8** Term: The APTA Idaho Board of Directors will appoint one individual to serve as the Payment Committee Chair for a two-year term.

3.0 REQUIREMENTS

- 3.1 Membership:** APTA Idaho Chapter member in good standing is required. May be a PT, PTA, Retired or Life Member.
- 3.2 Experience:** Knowledge of state and federal payers, payer issues, and law,
- 3.3 Skills, Knowledge, and Abilities:** Skill and knowledge to identify and prioritize payment issues and the ability to communicate effectively with the APTA Idaho Payment Committee, APTA payment staff, and State and Federal payment regulatory authorities. Working knowledge and easy access to the internet and email is essential.

4. REPORTING RELATIONSHIP

- 4.1** The Payment Committee Chair reports to the President and the Board of Directors

5. AUTHORITY

The Payment Committee Chair has the authority to contact APTA staff and members directly to carry out the Chapter's payment agenda.