

## State Advocacy Committee Committee Charter Document

<p><b>Purpose</b></p>	<p>To enhance ongoing post-acute and long-term care (PALTC) advocacy, strategic planning, and communication goals on a state and local level by encouraging and facilitating state advocacy efforts among PALMed members, and by developing effective partnerships with key local, regional, and statewide stakeholders.</p> <p>To support PALMed Key Objectives as outlined in the Strategic Plan Framework on a state level:</p> <ol style="list-style-type: none"> <li>1. Support and develop PALMed state chapters</li> <li>2. Nurture existing and develop new organizational alliances to promote the unique nature of PALTC medicine</li> <li>3. Advocate for regulatory and legislative initiatives that support optimal care delivery in PALTC</li> <li>4. Support and participate in key policy coalitions</li> <li>5. Raise visibility and improve understanding of state PALTC policy and advocacy among PALMed members and Chapters, as well as external stakeholders</li> </ol>
<p><b>Ongoing Committee Activities / Charges &amp; Strategies</b></p>	<p>The committee undertakes the following activities:</p> <ul style="list-style-type: none"> <li>• Establish a network of state advocacy members who are engaged in local, regional, and statewide public policy and advocacy efforts.</li> <li>• Enhance ongoing relationships with key stakeholders organized at the state level, with other appropriate organizations.</li> <li>• Encourage and foster member engagement in advocacy and policy by enhancing current resources along with ongoing policy education.</li> <li>• Assist with rapid dissemination of best practices regarding state public policy advocacy.</li> <li>• Collaborate with PALMed Public Policy Committee and Board to promote unified messaging regarding key policy initiatives</li> <li>• Provide an avenue for prompt escalation of a state policy issue that may need the attention of the PALMed Public Policy Committee.</li> <li>• Encourage collaborations across PALMed state chapters by engaging the State Presidents Council, Public Policy Committee, and the PALMed Board of Directors.</li> </ul>

<b>Roles and Responsibilities</b>	<p>Chair</p> <ul style="list-style-type: none"> <li>• Help structure agenda for meetings.</li> <li>• Run an effective meeting to ensure involvement of members and the advancement of activities and charges.</li> <li>• Communication with the Board liaison before and after each Board meeting to share updates from the Committee and to hear about new Board initiatives. Report back to the full Committee on each discussion with the Board liaison.</li> <li>• Identify, mentor, and groom the next Chair.</li> <li>• Assist with structure and selection of members.</li> </ul> <p>Vice Chair</p> <ul style="list-style-type: none"> <li>• Support the Chair to ensure responsibilities are met in a timely manner.</li> <li>• Serve as interim Chair in the absence of the Chair.</li> <li>• Recommend individuals to serve as the next Vice Chair.</li> <li>• Ascend to the position of Chair.</li> <li>• Assist the Chair in meeting agendas, developing Committee Work Plans and chairing Work Groups as needed.</li> </ul> <p>Members</p> <ul style="list-style-type: none"> <li>• Be prepared and actively participate in all conference calls and meetings.</li> <li>• Work on projects as delegated by the Chair.</li> </ul>
<b>Expected Commitment</b>	<p>The committee meets monthly via conference call. Members are expected to review all agenda/materials prior to each meeting, attend the conference calls as scheduled, participate on the Committee Community Forum, and present advocacy initiatives in their respective states when indicated.</p> <p>The estimated monthly time commitment is 1-2 hours.</p>

<b>Sub-committee Composition</b>	The State Advocacy Committee is comprised of a chair, vice-chair, and association members who also belong to their state chapters. The subcommittee will convene monthly to discuss key initiatives, ongoing collaborations, and opportunities for improvement with respect to state advocacy. Feedback from state members will be shared with the Public Policy Committee and likewise, national policy priorities will be shared with state members.
<b>Sub-committee Terms</b>	All sub-committee members serve a two (2) year term and are eligible for reappointment once. Terms run May to April. The Chair and Vice Chair each serve a two-year term.
<b>Selection/ Appointment</b>	Members are appointed by the President with input from the Chair. The Committee Chair and/or Vice Chair is recommended by the outgoing Chair and appointed by the President.
<b>Sub-committee Requirements</b>	<p>Members:</p> <ul style="list-style-type: none"> <li>• Express desire to serve with a special interest in state policy and advocacy.</li> <li>• Desire to advance the mission of PALTmed.</li> <li>• Ability to make the necessary time commitment.</li> <li>• Must be an association member in good standing.</li> <li>• Must disclose all financial relationships on an annual basis.</li> <li>• Ability to attend and actively participate in conference calls.</li> </ul> <p>Chair:</p> <ul style="list-style-type: none"> <li>• In addition to the above requirements, when possible, the Chair should have previously served as the Vice Chair.</li> </ul> <p>Vice Chair:</p> <ul style="list-style-type: none"> <li>• In addition to the above requirements, when possible, the Vice Chair should have previously served as a member.</li> </ul>
<b>Committee Leaders</b>	<ul style="list-style-type: none"> <li>• Chair, Daniel Haimowitz, MD, FACP, CMD</li> <li>• Vice Chair, Amar Mohan, MD, CMD</li> </ul>
<b>Staff Liaison(s)</b>	Alex Bardakh