



## Key Contact Subcommittee Fact Sheet

### *Chair*

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### *Staff Liaison*

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### ***What is the Key Contact Subcommittee ?***

The Key Contact Subcommittee is a task force under the Government Affairs Committee (GAC). Its purpose is to help recruit PPS members to serve as Key Contacts for the Section. Key Contacts serve as a primary contact to each federal legislator (Senator or Representative). They establish valuable relationships with their legislators to increase awareness of the key issues facing physical therapist-owned businesses and their patients.

### ***How is the Key Contact Subcommittee organized?***

The Key Contact Subcommittee is led by a Chair and supported by a staff liaison. Task Force members are typically appointed for a three-year term and may be re-appointed for no more than a total of two consecutive terms of service.

### ***How often does the Key Contact Subcommittee meet?***

The Subcommittee may hold 6 or more conference calls a year at the discretion of the Chair.

### ***Who pays my expenses?***

Any expenses incurred by Subcommittee members will be reimbursed pursuant to the Section's Financial Policies and Procedures and subject to Board approval. A reimbursement form with original receipts must be submitted to the office to receive payment.

### ***What are my responsibilities?***

Responsibilities include active participation, prompt responses to messages, and the following:

1. Attend conference calls.
2. Complete recruiting activities assigned each month (typically making phone calls and sending emails).
3. Identify and encourage Key Contact Program member participation.
4. Stay abreast of PPS's position on key issues that are relevant on the district and federal level.
5. Help plan new Key Contact orientation and education materials.

### ***What are the qualifications?***

- Must be a PPS member in good standing.
- Must be organized and detail-oriented to complete assignments.
- Must maintain a working e-mail address in the PPS membership database.
- Must be able to respond to queries promptly.

***Chair Position Description:***

The key roles of the Chair are facilitation, coordination, communication, and volunteer group leadership – ensuring that the volunteers, including ad hoc volunteers, are actively engaged in the achievement of the scope of work and the Section’s strategic plan. This individual, in collaboration with the staff liaison, actively participates in the work of the Key Contact Subcommittee, provides thoughtful input to the deliberations, and focuses on the best interests of PPS, its membership, and partners, rather than on the interests of an individual or limited group, and works toward the accomplishment of the Subcommittee’s goals as described in the strategic plan. This position term is a three-year commitment and is appointed by the Government Affairs Committee.

***What are the Chair’s responsibilities?***

1. Attend all conference calls.
2. Collaborate with the staff liaison and Section lobbyist to develop meeting agendas.
3. Review all relevant materials prior to meetings in order to facilitate discussion and task completion.
4. Communicate regularly with Task Force members to ensure that volunteer obligations are fulfilled.
5. Support diversity and inclusion by assisting in the identification and growth of future section leaders.
6. Accept and complete special assignments as requested.
7. Provide reports to the Government Affairs Committee on the activities of the Subcommittee.