

TOTA Role/Board Position: State Legislative and Political Affairs Chairs	Elected or appointed Term of office: Nov. 2026 – Nov. 2028
Supporting Board Positions: TOTA President, Executive Director, and District Chairs	
Bylaws Description (insert): Committee on Legislative and Political Affairs. Shall have responsibility for providing a mechanism for being proactive relative to legislative issues that impact the practice of OT for TOTA.	
TOTA Policies and Procedures (insert): COMMITTEE ON LEGISLATION AND POLITICAL AFFAIRS a. Specific committee functions: <ol style="list-style-type: none"> i. This committee shall have responsibility for providing a mechanism for being proactive relative to legislative issues that impact the practice of OT. ii. To serve as a liaison between TOTA and: <ol style="list-style-type: none"> 1. State political activities 2. District political activities through legislative and political affairs liaison in each district 3. AOTPAAC. 4. TOTAPAC. 5. NBCOT. 6. Texas Representative(s) to the AOTA Representative Assembly iii. Report and advise Board all activities of: <ol style="list-style-type: none"> 1. State political activities. 2. District Political activities. 3. AOTA political action activities. iv. To disseminate to the membership information on political and legal issues through written and verbal communication. v. Maintain communication on a regular basis with: <ol style="list-style-type: none"> 1. TOTA President 2. TOTA Legislative Advisor 3. District legislative and political affairs liaisons 4. Appropriate city, state, and federal officials 5. AOTA Legislative and Political Affairs personnel 6. TBOTE vi. Keep up-to-date demographic chart of all state and federal senators and representatives in districts with phone numbers and addresses for the TOTA membership. vii. Maintain up to date information catalog on all relevant political figures. viii. Follow protocol for legislative officials to speak to TOTA membership at annual conference or other events. ix. Receive <i>Texas Register</i> to monitor administrative agencies. x. Maintain familiarity with the Texas Legislature, regulatory bodies and State agencies. xi. Develop, implement, and maintain an ongoing state-wide “key person system.” xii. Link and enhance the communication between TOTA and OT representatives to regulatory bodies and State agencies. xiii. Develop plans for consistent monitoring of legislative issues and state regulatory activities, working with Chair of Standards and Practice. 	

- xiv. Increase and support OT representation and participation on state and local health related governmental and volunteer boards.
- xv. increased awareness and participation of TOTA member in legislative process and its importance.
- xvi. Keep TOTA membership informed of all pending issues regarding legislative activities.

Goals

TOTA will increase attendance for the 2027 day at the Capitol to 500 practitioners and students.
 TOTA will produce four items for social media to promote the Association’s legislative agenda and Day at the Capitol
 TOTA will initiate contact with your elected official letter-writing tool for the legislative session by February 2027.
 TOTA will present at 50% of occupational therapy programs by the end of Q4 2026
 New board members elected and appointed (State and District) will complete new board orientation prior to service.
 Create job descriptions for each state level position by January 2023.
 Create template for producing Functional Policies and Procedures for operational processes routinely performed by the state and district leaders and volunteers by Q4.

Additional Information:

EMAIL ADDRESS FOR THE POSITION:

info@tota.org

GMAIL ACCOUNTS (ACCESS OR OWNERSHIP):

Job Description

TASKS AND RESPONSIBILITIES

- Bill Tracking (set up personal bill tracking, review bill tracking report weekly, contribute to Bill Comments)
- Update list serve settings based on previous legislative cycle (review state and national list serves to update setting, locate >1 new resource per cycle, email account maintenance)
- Monitor for State Agency Announcements (HHSC Reports, Meeting Announcement, LAR, Interim Reports, Legislative special sessions)
- Solicit feedback (communicate with chairs to get feedback on bills of interest, contact stakeholders across the state for perspectives on bills, consolidate and share via meeting with tota board of directors)
- Summarize findings from bill tracking internal (share consolidated bill tracking with district chairs)
- Summarize findings from bill tracking externally (share consolidated bill tracking via social media, list provided to members upon request and with approval from exec director)
- Representation in State Venue (contribute to team testimony and public comment as needed, provide research on topics as needed, travel to and attend as needed)
- Contribute to Week at the Capitol Event (as part of a team effort secure presenters, develop handouts and one pager for event, prepare presentations, market prior to event)
- Participate in Legislative Visits

- Participate in Legislative Planning Sessions
- TOTA Board Meeting (prepare for, participate, and attend meeting as called by Board)
- Participate in and Contribute to TOTA PAC Meetings (planning sessions, regular meetings, fundraising events)
- Serve a Representative of TOTA as Needed
- Assist with TOTA Legislative Update at Conference SKH BYLAW COMPONENT
- Provide information to members through guest lectures SKH BYLAW COMPONENT
- Any other duties assigned

During an Interim Cycle

- Monitor for State Agency Announcements (HHSC Reports, Meeting Announcement, LAR, Interim Reports, Legislative special sessions)
- Update list serve settings based on previous legislative cycle (review state and national list serves to update setting, locate >1 new resource per cycle, email account maintenance Volume for state will go down from so increased focus on national /federal and other state legislation)
- Solicit feedback (communicate with chair and members with emphasis on future legislative priorities or feedback from previous session) SKH BYLAW COMPONENT
- Representation in State Venue (contribute to team testimony and public comment as needed, provide research on topics as needed, travel to and attend as needed)
- Participate in and Contribute to TOTA PAC Meetings (planning sessions, regular meetings, fundraising events)
- Participate in Legislative Visits (As needed)
- Participate in Legislative Planning Sessions
- TOTA Board Meeting (prepare for, participate, and attend meeting as called by Board)
- Serve a Representative of TOTA as Needed
- Assist with TOTA Legislative Update at Conference
- Provide information to members via guest lectures

TIMELINE/DUE DATES:

January

- Annual Board Meeting
- Bill tracking (Odd years)

February

- Bill tracking (Odd years)

March

- Bill tracking (Odd years)

April

- Bill tracking (Odd years)

May

- Revista Article
- Bill tracking (Odd years)

June

- Board Meeting

September

- Revista Article

- Board Meeting

November

- Legislative Agenda (Even Years)
- Bill tracking Even Year
- Legislative Presentation

December

- Revisita Article
- Bill Tracking Even Year

ADDITIONAL NOTES:

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time