

## **Ohio Association for Behavior Analysis**

### **Public Policy Committee Chairperson** **Position Description**

**Term:** Two years, but renewable without limit

**Estimated Time Commitment:** approximately 20 hours per month on average, but up to 10 hours per week depending on the committee's work and the need for meetings with Ohio's legislative representatives.

#### **General Overview:**

According to the OHABA Bylaws, the Public Policy/Legislative Committee Chairperson "assist the Board of Directors in maintaining current information regarding national and state laws and regulations that might affect behavior analysis."

#### **General Responsibilities:**

- Forms and presents a Committee to the Board for approval.
- Hold four committee meetings per year and submit meeting minutes to the Board 5 days prior to the quarterly board meeting.
- Prepare Board Report for meetings.
- Attend quarterly Board Member meetings and virtual collaboration meetings.
- Monitor and manage email sent to the Chairperson no less than on a weekly basis.
- Present modifications to the current provided committee budget within the first quarter of the fiscal year for that position or within one month of a specific event.
- Will review and make recommendations for updates to the strategic plan on a quarterly basis.

#### **Position Specific Responsibilities:**

- Monitor, track, and research policy and legislative activities in Ohio that may affect the practice of ABA and OHABA.
- Meet and educate meeting policymakers about ABA, OHABA, and the practice of behavior analysis, as needed.
- Work with the OHABA Exec Board to respond in a timely and legally-appropriate manner to inquiries from OHABA members, policymakers, and the general public when public policy/legislative affairs issues arise.
- Primarily responsible for being the liaison between a lobbyist and the Exec Board.
- Mobilize the OHABA Exec Board and its general membership as needed to ensure a timely response to potential legislation that will impact the public policy goals of OHABA (e.g., letter writing campaigns).

- Regularly update OHABA members of legislative activities that may influence the practice of behavior analysis via the OHABA Website.