



## NARA Committees, Workgroups & SIGs Descriptions

NARA's committees, workgroups, and Special Interest Groups (SIGs) are where member engagement turns into meaningful action. These groups provide opportunities for members to connect with peers, share expertise, address common operational and regulatory challenges, and help shape the resources, advocacy priorities, education, and strategic direction of the association.

### COMMITTEES

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#### Awards & Nominating Committee

- Selection Process:
  - Chairperson: Elected
  - Members: Elected
- Number of members: 3
- Term: 3 years
- Meeting Frequency: Monthly with potential for additional meetings in the 4-8 weeks leading up to a Conference
- Committee Structure:
  - One new member is elected/re-elected annually
  - The committee member in the third year of his/her term serves as Chair
- Duties:
  - Annually recruit and secure interested and qualified people to fill the annual slate of open leadership positions
  - Report the slate to the Board of Directors
  - Oversee the annual election at the Spring Conference
  - Solicit nominations for two awards:
    - Impact Award (announced at the Fall Conference)
    - ENGAGE Award (announced at the Spring Conference)

#### Conference Committee

- Selection Process:
  - Chairperson: Appointed
  - Members: Volunteer
- Number of members: no set limit
- Chairperson Commitment: Minimum of 3 years
  - Recommend 1 year with a Co-Chair for succession planning
  - 1 year as past chair
- Committee Member Commitment
  - We welcome members to serve if the role remains a good fit for them and the committee. Each year, we do a quick check-in and refresh so volunteers can easily rotate off or continue.

## NARA Committees, Workgroups, and Special Interest Groups

- Meeting Frequency: Monthly with additional meetings in the 4-8 weeks leading up to a Conference
- Committee Structure:
  - Members work under the direction of the Committee Chairperson (Co-Chair) and Executive Director
- Duties:
  - Support the planning, development, and execution of NARA conferences.
  - Build an informative, high-value agenda by:
    - Identifying potential topics and speakers;
    - Soliciting and reviewing speaker proposals;
    - Participating in the review and approval of presentation content.
  - Members help strengthen conference success through:
    - Outreach to prospective sponsors and vendors;
    - Review of conference materials for website and social media publication;
    - Provide recommendations related to marketing efforts, registration pricing, and sponsorship/vendor pricing;
    - Provide onsite support as needed.
    - Attending spring/fall conference
    - Participate in speaker introduction, Q&A sessions, vendor orientation and oversight of any break-out sessions
  - Following each event, the members assist with:
    - Evaluating conference feedback;
    - Reporting insights to the Committee Chairperson.

### **Executive Committee**

- Selection and Committee Structure:
  - NARA Board President - elected
  - Vice President - elected
  - Secretary - elected
  - Treasurer - elected
  - Membership Director - elected
  - Past President – serves duration of current President’s term
  - 1 elected Board Member at Large – appointed and approved by the Board
  - Executive Director – by employment
- Number of members: 7
- Term: the duration of their term in their respective position
- Meeting Frequency: Monthly
- Duties:
  - Per the Bylaws: the Executive Committee is empowered to act upon special problems requiring immediate action and may also perform such other functions as the Board of Directors may direct such as:
  - Keep priorities aligned to the strategic plan, annual goals, and board policies
  - Assess, discuss and mitigate perceived risks to organization

## NARA Committees, Workgroups, and Special Interest Groups

- Coordinate and collaborate with officers and committees
- Develop board meeting agendas with the ED
- Identify items requiring full-board action
  - Ensure compliance with bylaws and governance best practices
  - Confirm committee charters and delegations remain current

### **Future of the Professions Committee**

- Selection Process:
  - Chairperson: Volunteer
  - Members: Volunteer
- Number of members: no set limit
- Chairperson and Committee Member Commitment:
  - We welcome members to serve if the role remains a good fit for them and the committee. Each year, we do a quick check-in and refresh so volunteers can easily rotate off or continue.
- Meeting Frequency: As Needed
- Committee Structure:
  - Members work under the direction of the Committee Chairperson
- Duties:
  - Identify emerging workforce trends across rehabilitation professions
  - Anticipate education, skills, roles, and technologies that will define future practice
  - Develops strategic recommendations that support member organizations in partnership with training programs (e.g., universities) to attract and prepare clinicians for the workforce
  - Advance innovation and professional sustainability by exploring solutions to workforce shortages, including training gaps and legislative risk/opportunity (e.g. student loans)
  - Promote a unified national voice to ensure that rehabilitation professionals remain essential, empowered, and well-positioned within the changing healthcare landscape.

### **Government Affairs Committee**

- Selection Process:
  - Chairperson(s): Appointed
  - Members: Volunteer
- Number of members: no set limit
- Chairperson(s) Commitment: Minimum of 3 years with opportunity to extend
  - Recommend 1 year with a Co-Chair for succession planning
  - Requests 1 year as past chair
- Committee Member Commitment:
  - We welcome members to serve as long as the role remains a good fit for them and the committee. Each year, we do a quick check-in and refresh so volunteers can easily rotate off or continue.

## NARA Committees, Workgroups, and Special Interest Groups

- Meeting Frequency: Monthly with potential for additional meetings when urgent issues present
- Committee Structure:
  - Members work under the direction of the Committee Chairperson(s)
- Duties:
  - Review legislation currently in Congress that may impact NARA members
  - Develop advocacy campaigns for rehabilitation providers, beneficiaries, and other stakeholders
  - Identify and recommend to the Board of Directors topics for the Spring Conference Hill Visits
  - Assist in creation of talking points and handouts for the Hill Visits and other advocacy efforts
  - Identify areas of education in legislative activity
  - Create resources to be shared with NARA members

### **Membership Committee**

- Selection Process:
  - Membership Director is elected and is member of the Executive Committee
  - Regional Coordinators are appointed by the Executive Committee
- Number of members: 5 (6<sup>th</sup> pending approval)
  - Membership Director
  - Northeast
  - Southeast
  - Midwest
  - West
  - Associate Liaison (Pending Approval)
- Commitment: Minimum of 2 years with opportunity to extend. Each year, we do a quick check-in and refresh so volunteers can easily rotate off or continue.
- Meeting Frequency: Monthly
- Committee Structure:
  - Report to the Membership Director
- Duties:
  - Act as a liaison between Membership Director and members in their region with respect to:
    - Membership benefits and renewal
    - Conferences, webinars and events awareness
    - Advocacy campaigns
    - Sharing information from NARA

### **Political Action Committee (PAC)**

- Trustees: 3 Trustees
  - Nominated by the NARA Board President and approved by the NARA Board of Directors. When necessary, this is completed at the first meeting of the fiscal year.

## NARA Committees, Workgroups, and Special Interest Groups

- Trustee Term: 2 consecutive 3-year terms unless no other candidate to replace trustee can be found
- Trustee Chairperson: selected by the PAC Trustees
- Trustee Chairperson Term: 2 years
- Committee Members: Volunteer
- Number of Committee Members: no set limit
- Committee Member Term:
  - We welcome members to serve if the role remains a good fit for them and the committee. Each year, we do a quick check-in and refresh so volunteers can easily rotate off or continue.
- Meeting Frequency: Monthly
- Committee Structure:
  - Members work under the direction of the Trustee Chairperson
- Duties:
  - Per PAC Bylaws: The business, property, affairs, and funds of the PAC shall be managed, supervised, and controlled by the NARA PAC Trustees, which shall exercise all the powers of the PAC, subject to the limitations contained in the Articles, these Bylaws, and applicable law such as
    - Reviews and approves PAC fund expenditures for events NARA may participate in with Congressional members or similar
    - Educate members on importance/role of the NARA PAC and Government Affairs Fund (GAF)
    - Educate members and collect authorization for solicitation forms from NARA member companies (including renewals)
    - Coordinate campaigns to raise PAC and GAF funds

### **Social Media Committee**

- Selection Process:
  - Chairperson: Volunteer
  - Members: Volunteer
- Number of members: no set limit
- Chairperson and Committee Member Commitment:
  - We welcome members to serve if the role remains a good fit for them and the committee. Each year, we do a quick check-in and refresh so volunteers can easily rotate off or continue.
- Meeting Frequency: Monthly
- Committee Structure:
  - Members work under the direction of the Committee Chairperson
- Duties:
  - Coordinate social media needs and opportunities with the Executive Director, as directed and assigned by the Board of Directors
  - Seek out member participation for content development to support NARA regulatory and educational efforts across the continuum

## NARA Committees, Workgroups, and Special Interest Groups

- Examples include blogs, postings, stories, video clips and testimonials
- Maintain active role at spring/fall conference to collect/record vlogs

### **Value Based Care Committee**

- Selection Process:
  - Chairperson: Volunteer
  - Members: Volunteer
- Number of members: no set limit
- Chairperson and Committee Member Commitment:
  - We welcome members to serve if the role remains a good fit for them and the committee. Each year, we do a quick check-in and refresh so volunteers can easily rotate off or continue.
- Meeting Frequency: Monthly
- Committee Structure:
  - Members work under the direction of the Committee Chairperson
- Duties:
  - Identify ways to keep NARA members informed and engaged with emerging value-based rehab and payment models
  - Identify educational opportunities for rehabilitation providers to succeed in value-based arrangements

## **WORK & SPECIAL INTEREST GROUPS**

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### **Comment Development Workgroups**

- Selection Process:
  - Chairpersons: Vice President of the Board and Executive Director
  - Members: Volunteer
- Number of members: no set limit
- Commitment: Members may join for any or all comment development workgroups
- Meeting Frequency: Meetings occur primarily between April and October, following the release of notices of proposed rulemaking but can be convened if a proposed rule or request for information is published
- Committee Structure:
  - Members work under the direction of the Committee Chairpersons
- Duties:
  - Discuss proposals or requests that impact rehabilitation therapy providers, to include:
    - Home Health
    - Inpatient Rehab Facilities
    - Medicare Advantage
    - Physician Fee Schedule
    - Skilled Nursing Facilities
    - Requests for Information (regulatory or legislative)

## NARA Committees, Workgroups, and Special Interest Groups

- Seek and submit content for comment considerations to support position and show lived experiences and impacts on organizations and patients
- Assist in the development of comments to support NARA's position

### **Special Interest Groups (SIG)**

- Groups identified but not limited to:
  - Compliance SIG
  - Leadership SIG
  - Home Health SIG
  - Hospital Systems SIG
  - Outpatient SIG
  - Pediatric SIG
  - Revenue Cycle Management SIG
  - SNF/LTC SIG
  - Town Hall – Chairperson(s) Board President and Executive Director
- Selection Process:
  - Chairperson(s): Volunteers approved by Executive Committee
- Number of members: all NARA member employees are encouraged to attend
- Chairperson(s) Commitment:
  - We welcome members to serve if the role remains a good fit for them and the committee. Each year, we do a quick check-in and refresh so volunteers can easily rotate off or continue.
- Meeting Frequency: Quarterly (except Town Hall – Monthly not May and October) with prep calls 1 to 2 weeks prior to call
- SIG Structure:
  - Members work under the direction of the SIG Chairperson(s)
- Duties:
  - Assist with coordinating an agenda in response to industry trends.
  - Invited to participate in monthly Board calls in a non-voting capacity to deliver SIG updates as needed.