

Federal Affairs Liaison (FAL) Handbook

APTA New York

1/2026

Purpose of the Federal Affairs Liaison Role

The Federal Affairs Liaison (FAL) serves as the primary link between APTA New York and APTA's Government Affairs Department on federal legislative and regulatory issues. The FAL ensures timely, accurate communication between national advocacy efforts and chapter leadership and members, supports grassroots advocacy, and strengthens relationships with federal policymakers.

This handbook outlines the responsibilities, expectations, and annual workflow for the APTA New York Federal Affairs Liaison.

Appointment and Term

- The FAL is appointed by the APTA New York Executive Board for a one-year term.
 - The FAL works closely with APTA national staff, APTA New York leadership, delegates, student leaders, and grassroots advocates.
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Core Responsibilities

1. Communication and Information Dissemination

- Attend monthly APTA Federal Affairs Liaison Zoom meetings.
 - If unable to attend live, review the recording within 24 hours.
 - Upload the monthly FAL briefing memo to the APTA New York Board of Directors (BOD) Basecamp folder.
 - Include a brief note highlighting any critical or time-sensitive federal advocacy issues for the Board.
 - Disseminate relevant federal legislative and regulatory updates to APTA New York leadership and members as appropriate.
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2. Board of Directors Engagement

- Attend all APTA New York Board of Directors meetings:

- January (virtual)
 - May/June (in person; funded by APTA New York)
 - October (virtual)
 - Submit required written board reports prior to each meeting.
 - Provide concise federal advocacy updates during meetings as requested.
 - If requesting funding beyond the standard \$2,000 allocation, submit a proposed FAL budget for Board consideration one month prior to the October Board of Directors meeting.
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3. Delegate Assembly Responsibilities

- Write the annual Federal Affairs Liaison report for inclusion in the New York Delegate Assembly (DA) Packet.
 - Present a 15-minute APTA federal advocacy update at the New York Delegate Assembly.
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4. Grassroots Advocacy and Key Contacts

- Recruit new APTA Key Contacts throughout the year by:
 - Emailing the APTA Advocacy Network list (provided by APTA staff; currently coordinated by Laura Kieval).
 - Engaging members during the APTA House of Delegates and other chapter events.
 - Maintain and engage the New York Key Contact list to support federal advocacy initiatives.
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5. Student Advocacy Engagement

- Meet with the newly elected APTA New York Student SIG Advocacy Chair early in their term.
 - Invite the Student Advocacy Chair to participate in APTA Capitol Hill Day.
 - Coordinate with SSIG/APTA New York leadership regarding available funding.
 - Collaborate with the Student Advocacy Chair to organize a National Student Advocacy Dinner in April during National Advocacy Month.
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6. APTA Capitol Hill Day Leadership

- Attend APTA Capitol Hill Day and lead New York participants:
 - Odd-numbered years: July (FAL funded by APTA)
 - Even-numbered years: March/April (FAL funded by APTA New York)

- Email the New York Key Contact list 1–2 months prior to Capitol Hill Day to:
 - Invite participation
 - Assess interest in available New York chapter funding
 - Explain funding distribution:
 - Odd years: \$2,000 total, divided among participants
 - Even years: \$2,000 allocated for FAL travel, remaining funds divided among participants
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Coordination with APTA and Chapter Leadership

Consistent with APTA guidance, the FAL:

- Provides grassroots input from APTA New York to APTA’s Government Affairs Department.
 - Disseminates information from the APTA Board of Directors and national staff to the chapter.
 - Assists in identifying and cultivating potential APTA Key Contacts within New York.
 - Helps recruit participants for national advocacy initiatives and events.
 - Coordinates with the APTA New York state legislative leadership on:
 - Grassroots network development
 - Policy alignment
 - Identification of emerging federal issues affecting physical therapy.
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Additional Advocacy Activities

As opportunities arise, the FAL may also:

- Coordinate or support in-district visits with members of Congress during congressional recess periods.
 - Assist in arranging congressional visits to physical therapy practice settings in New York.
 - Attend in-district political or advocacy-related events with guidance from PT-PAC and APTA leadership.
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Key Resources

- APTA Advocacy Network: <https://www.apta.org/advocacy/apta-advocacy-network>
 - APTA Government Affairs Department
 - APTA New York Board of Directors Basecamp
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One-Page Annual Timeline for the Federal Affairs Liaison

January

- Attend APTA New York Board of Directors meeting (virtual).
- Submit FAL board report prior to the meeting.
- Continue monthly APTA FAL Zoom meeting participation.
- Upload monthly FAL briefing memo to Basecamp with highlights for the Board.

February

- Attend monthly APTA FAL Zoom meeting or review recording.
- Upload FAL briefing memo to Basecamp.
- Begin early outreach to Key Contacts regarding spring advocacy priorities.

March / April (Even-Numbered Years)

- Attend and lead New York delegation at APTA Capitol Hill Day (March/April, even years).
- Coordinate New York participant funding distribution.
- Email Key Contacts 1–2 months in advance to recruit participants.
- Meet with Student SIG Advocacy Chair, if newly elected.
- Collaborate on National Student Advocacy Dinner planning (April).

April (All Years)

- Support or co-host National Student Advocacy Dinner during National Advocacy Month.
- Continue recruitment of new Key Contacts.
- Attend monthly APTA FAL Zoom meeting and share briefing memo.

May / June

- Attend the APTA New York Delegate Assembly.
- Deliver the 15-minute APTA federal advocacy update to the Delegate Assembly.
- Attend APTA New York Board of Directors meeting (in person; funded by the chapter).
- Submit FAL board report prior to the Board meeting.
- Provide federal advocacy updates to the Board as requested.
- Continue monthly FAL communications and Key Contact engagement.

July (Odd-Numbered Years)

- Attend and lead New York delegation at APTA Capitol Hill Day (July, odd years; funded by APTA).
- Coordinate participant funding distribution.

- Engage members of Congress during Hill visits alongside NY advocates.

August

- Support August Recess in-district advocacy efforts, as applicable.
- Encourage and assist members with in-district congressional visits.
- Attend monthly APTA FAL Zoom meeting and disseminate updates.

September

- Attend monthly APTA Federal Affairs Liaison Zoom meeting or review the recording.
- Upload the FAL briefing memo to the APTA New York Board of Directors Basecamp folder.
- Continue engagement with New York Key Contacts and grassroots advocates.
- Monitor emerging federal legislative and regulatory issues impacting physical therapy.

October

- Attend APTA New York Board of Directors meeting (virtual).
 - Submit a proposed Federal Affairs Liaison budget for the upcoming year if requesting funding beyond the standard \$2,000 allocation for the APTA New York Board of Directors meeting.
- Submit FAL board report prior to the meeting.
- Deliver federal advocacy updates as requested.

April

- Draft and finalize the annual Federal Affairs Liaison report for inclusion in the Delegate Assembly Packet.
- Submit the annual FAL report **no later than one month prior to the New York Delegate Assembly (May/June)**, in accordance with DA Packet deadlines.
- Continue recruitment and engagement of Key Contacts.
- Attend monthly APTA FAL Zoom meeting and share updates.

May / June

December

- Support leadership transition and knowledge transfer to the incoming Federal Affairs Liaison.
- Organize and archive key documents, reports, and advocacy materials for continuity.
- Attend monthly APTA FAL Zoom meeting or review the recording, as applicable.