

**Virginia Medical Group Management Association**  
**Government & Payor Relations Committee Charter**  
(June 2020 / Reviewed & Revised Nov. 2021)

**Purpose, Authority, and Duties**

The Government & Payor Relations Committee (“Committee”), a Member Committee, as defined in Virginia Group Management Association (“VMGMA” or “Association”) Bylaws, serves to assist VMGMA and its Board of Directors (the “Board”) in contributing to the development of effective national and state healthcare legislative and reimbursement policy, and to educate and inform VMGMA membership on critical health policy and financial issues impacting physician practices.

**Mission**

The primary mission of the Government & Payor Relations Committee is to *Educate, Engage,* and *Encourage*:

- a) *Educate* the membership on current and proposed policy issues relevant to medical practices;
- b) *Engage* in collaborative policy-making that best represents member interests by soliciting data, feedback, and opinions on relevant issues; and,
- c) *Encourage* member advocacy to influence state legislators, insurance carriers, the Virginia Board of Insurance, and national policy makers.

**Report and Accountability**

The Government & Payor Relations Committee shall provide reports to and shall advise the Board on legislative and reimbursement policy issues and developments as they arise. The Government & Payor Relations Committee may work with other committees from time to time.

The Government & Payor Relations Committee is accountable to the VMGMA Board:

- a) Secure Board approval for formal positions on legislation that the Legislative Liaison or Committee wishes to go "on the record" on behalf of VMGMA.
- b) Update the Board on activities through (non-voting) participation in Board activities.

The Government & Payor Relations Committee is accountable to the Membership to inform and educate on relevant policy issues through:

- a) Email notifications
- b) Circulating the Washington Connection and other pertinent material from National MGMA as it is published
- c) Updates at regularly scheduled meetings and conferences
- d) Webinars
- e) Routine newsletter articles
- f) Social media content

## **Governance**

1. The Government & Payor Relations Committee is overseen by and has delegated authority as an authorized committee of the Virginia Medical Group Management Association Board of Directors.
2. The Government & Payor Relations Committee shall be comprised of at least three Board level members, including: the Legislative Liaison, who shall be the Chair; the Third Party Payor Representative, as Vice-Chair; and the VMGMA Executive Director. The Committee may include two additional volunteers from the Active Membership who will serve as At-Large members. At-Large members may be proposed by the Government & Payor Relations Committee and must be approved by the Board.
3. Board level committee members will serve terms concurrent with their Board appointment; At-Large volunteer members will serve annual terms.
4. The Board may remove the Chair and/or Vice-Chair of the Government & Payor Relations Committee for cause, as reasonably determined by the Board. The Chair of the Government & Payor Relations Committee may remove any At-Large members for cause, as reasonably determined by the Chair with Board approval.

## **Operating Responsibilities**

1. Provide communication and education to VMGMA membership about state and national public legislation and related activities.
2. Engage with VMGMA membership to identify appropriate feedback and positions on proposed and contemplated state and national legislation.
3. Coordinate advocacy and interactions between the Legislative Liaison, Third Party Payor Representative, Committee members, VMGMA members, lawmakers, Board of Insurance executives, and insurance carrier representatives.
4. Collaborate with other organizations and their representatives and lobbyists on issues of mutual interest and concern.
5. Work with the Membership Committee to identify VMGMA participation for grass-roots efforts.
6. Leverage the resources of National MGMA to communicate, educate and engage with state membership on national policy issues.
7. Educate and inform membership on legislative action, both state and national.

## **Goals**

The Government & Payor Relations Committee shall:

- a) coordinate the Associations' legislative and regulatory activities, including encouraging the development of federal and state legislation that is beneficial to public health, medical group management, and the medical profession;
- b) strive to keep Members informed regarding anticipated and pending laws and regulations that may be of interest to them; and,

- c) coordinate Association activities relating to third-party Payors and the Virginia Bureau of Insurance.

### **Quorum**

One more than fifty percent (50%) of the then current voting Members of the Committee, either in person or by electronic vote as deemed appropriate by the Board and legal counsel, shall constitute a quorum for the transaction of business at a meeting of the Educational Committee.

### **Meetings**

The Government & Payor Relations Committee shall meet from time to time as deemed necessary, either in person, telephonically, or by electronic means, to carry out its functions as described in the Bylaws and as more particularly described above.

### **Attendance**

In the absence of extenuating circumstances, a committee members' attendance will be considered unsatisfactory if the member misses one (1) or more meetings of the committee.

### **Voting**

Each voting member of the Committee shall have one (1) vote to adjudicate authoritative actions of the Committee, or to make formal recommendations for review and ratification by the VMGMA Board. All votes to take place during a Committee call must be prior approved by the Executive Committee. Votes may be discussed in the next scheduled VMGMA Executive Board meeting or forward for electronic (email) voting by the VMGMA Executive Board to approve such recommended actions.

If a vote takes place during a committee call that was not prior approved then the vote must be communicated to the Executive Board. This would allow the Board to override the vote if they so deemed within one (1) business day of receipt of communication.

### **Minutes**

The Committee shall keep minutes of its meetings and a full account of its transactions. The Executive Director shall be responsible for the recording of all minutes of every meeting of the committee. However, in the event the Executive Director is not available, the Chair of the Committee may appoint an individual to take minutes of the meeting. In the absence of the Executive Director, the individual taking minutes shall ensure that the minutes are legible and will forward the minutes to the Executive Director for preparation and posting.

## **Procedure**

The Government & Payor Relations Committee shall follow all procedures followed by the Board in conducting its affairs, including but not limited to preparing written agendas and maintaining written minutes, and shall otherwise conduct itself as required by §13.1-869 of the Code of Virginia.