



**iapd**

international association  
of plastics distribution

## **Scope of Work for IAPD's Washington Representative** **Customer: International Association of Plastics Distribution (IAPD)**

### **1. Background**

IAPD is a 501 (c) 6 trade association whose members represent the entire performance plastics supply chain. IAPD has defined performance plastics as the industrial, engineering-grade materials that are used in numerous industries. Performance plastics are not single-use consumer plastics.

### **2. Purpose**

IAPD is located in Overland Park, KS, but needs a presence in Washington, D.C. IAPD needs to be aware of threats and opportunities to the industry. The Washington representative should be aware of the progress of issues that may help or harm the industry and advise action when needed from IAPD staff and members. The Washington representative functions as IAPD's presence in D.C.

### **3. Tasks**

IAPD's Washington representative is responsible for – but not limited to – the following tasks:

- 3.1 Scheduling and facilitating weekly conference calls with staff and committee leadership.
- 3.2 Meeting (minimally; ideally, representative would exceed) annual goals as set forth by the IAPD Executive Committee.
- 3.3 Educating Government Relations Committee, IAPD Plastics PAC Board members, staff and other volunteers about the issues that may affect the performance plastics industry.
- 3.4 Scheduling legislative visits with IAPD members, arranging logistics, attending the visits and ensuring that the Member of Congress sees the positive economic impact the IAPD member company is making in their district.
- 3.5 Advising on and handling logistics for IAPD Plastics PAC fundraising.
- 3.6 Fulfilling obligations of the Donor Club Level Benefits for PAC supporters: regular election updates and quarterly calls with D.C. insiders such as Members of Congress and/or Congressional Committees.
- 3.7 Contributing 800-1,500 word articles for each issue of IAPD's bimonthly publication, *Performance Plastics* magazine.
- 3.8 Attending coalition meetings on behalf of IAPD and report back to IAPD staff and committee leadership on the outcomes of those meetings.
- 3.9 Providing a monthly report to the Government Relations Committee outlining progress on issues, meetings with coalition partners and any topics of which they should be aware.
- 3.10 Collaborating/partnering with contacts in the federal government to educate them on the differences between performance and single-use plastics and IAPD's position on issues.
- 3.11 Facilitating in-person meetings of the Government Relations Committee and IAPD Plastics PAC Board.
- 3.12 Attending IAPD events to educate IAPD members on the issues we're tracking in Washington and how they can become involved.

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