

Vice President, Government Affairs

Reports to: President & CEO
Direct reports: Director, Government Affairs
Last Revised: October 2008

SUMMARY

The Vice President for Government Affairs (GA) is the primary contact for member systems, Congress, federal regulatory agencies, the press, and other interests concerning APGA policies and activities associated with its advocacy efforts. The VP GA works with the Government Relations Committee, Legislative and Regulatory Subcommittees and other internal groups to develop a comprehensive strategy and approach to address the legislative and regulatory issues and concerns of public gas systems; and, continually strives to increase the involvement and awareness of APGA and its members in these areas.

The VP GA is the primary advisor to the President & CEO on all legislative and regulatory advocacy issues. The VP GA also serves as the Staff Executive to the Legislative Subcommittee, Regulatory Subcommittee, Gas Supply Committee, Public Gas Policy Council, as well as other committees, subcommittees, task groups, and ad hoc groups as assigned by the President & CEO.

PRIMARY RESPONSIBILITIES

1. Represent the legislative and regulatory interests of APGA before Congress, the Federal Energy Regulatory Commission (FERC) and federal agencies;
2. Work and coordinate with membership to develop and implement programs in the legislative and regulatory areas;
3. Provide timely updates to APGA members;
4. Activate and involve members in grassroots advocacy efforts;
5. Represent APGA interests before associations, trade groups, agencies, and others;
6. Draft and review testimony before Congress, FERC, and other federal regulatory agencies;
7. Draft correspondence to Congress, FERC, and other federal regulatory agencies;
8. Work with other Washington, DC based organizations and associations to ensure a coordinated effort for voicing and acting upon APGA positions and issues;
9. Develop and draft articles for—
 - a. The APGA newsletter (Public Gas News),
 - b. APGA Weekly Update,
 - c. The Source, and
 - d. For other publications and purposes.
10. Develop and maintain relationships with the press to effectively facilitate APGA's position(s) on the issues that impact the energy industry generally, and the natural gas industry specifically.
11. Respond to press inquiries regarding APGA legislative and regulatory issues; and,
12. Draft and provide periodic presentations to members and others;
13. Work to collect data and information from members and others for use to formulate arguments essential to communicate effectively with those both inside and outside of APGA; and,
14. Perform other duties needed or assigned by the President & CEO.

STAFF EXECUTIVE

1. Serve as the Staff Executive to the Government Relations Committee, the Legislative and Regulatory Subcommittees, the Public Gas Policy Council (PGPC), the Membership Committee, the Gas Supply Committee, and such other committees assigned by the President & CEO;
 - a. Prepare meeting and conference call announcements, agendas, and minutes,
 - b. Develop and implement annual action plans,
 - c. Prepare and deliver committee reports, and
 - d. Maximize the return to committee chairmen and members for their voluntary service.
2. Plan and coordinate an annual Government Relations Conference, the PGPC Conference in Washington, D.C., and other conferences as assigned by the President & CEO.
3. Plan and coordinate an annual Gas Supply Conference;
4. Plan, budget, and execute conferences and workshops;
5. Administer the process for nominations and appointments to the committees;
6. Coordinate semi-annual government relations conference calls;
7. Perform all necessary and appropriate actions for the committees; and,
8. Grow membership through challenging and valuable committee and task force work.

ADDITIONAL RESPONSIBILITIES

1. Manage the budget for those budget items assigned to the VP GA;
2. Assist in the development of APGA annual budget for items within the scope of the VP GA;
3. Oversee the process to send annual invoices to members and track the collection of invoices;
4. Develop materials that communicate benefits of APGA membership;
5. Develop strategies for soliciting new APGA members;
6. Identify and obtain speakers for APGA conferences and events; and
7. Perform other duties needed or assigned by the President & CEO.

KNOWLEDGE AND SKILL REQUIREMENTS

1. Comprehensive knowledge about Congress and the federal regulatory agencies;
2. Knowledge about associations;
3. Ability to effectively work with and through committees to accomplish APGA projects;
4. Ability to effectively handle numerous issues, committees, tasks and assignments;
5. Discipline to successfully work without close supervision.