**Kansas Mental Health Coalition**

**Internship Roles to Support the Parity Committee**

1. Produce minutes of monthly meetings.
2. Develop a proposed agenda with input from Committee members.
3. Track and share updates from key national partners and other states on parity enforcement, litigation, and legislation.
4. Accept follow-up assignments from Committee meetings, including but not limited to ongoing work related to education and awareness.
5. Maintain communication with Committee members.
6. Develop and maintain a contact database of individuals interested in parity policies and enforcement, including key contacts in insurance plans.
7. Develop a story bank of parity violations.
8. Organize an annual meeting with Committee members and staff from the Kansas Insurance Department (KID) and manage correspondence for the Committee with KID.
9. Support the KMHC lobbyist with tasks related to Committee work, including but not limited to developing content for the parity page on the KMHC website.
10. Promote webinars and other events related to parity outreach.
11. Review and analyze policy papers, legislative proposals and other documents.
12. Maintain files for the Committee’s work and develop a cloud-based repository for key documents.
13. Report to the Committee chair and KMHC lobbyist.
14. Assist with communications to legislators and potential legislative champions.
15. Take on other duties as assigned.

**Proposed Expenses**

 Billable hours for independent contractor $3,000

 < 10 hours/month at $25/hour

Expenses to be covered by multiple contributions from stakeholder organizations including but not limited to the Association of CMHCs, Kansas Hospital Association, NAMI Kansas, KNASW, and Kearney & Associates.

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