



Partnership for a Healthy Durham

PARTNERSHIP CO-CHAIR DESCRIPTION

The Partnership for a Healthy Durham is a county-wide partnership whose members come together to rally behind prioritized health issues. Health issues are addressed in committees and led by elected volunteer committee co-chairs. Partnership co-chairs will serve for a period of one year (July – June) and work together to determine how their responsibilities will be divided. The Partnership co-chairs will oversee a coalition of four committees, each of which seeks to collaboratively improve the quality of life for the residents of Durham County.

The by-laws (revised January 2015) state:

The Partnership will elect by self or peer nomination and secret ballot one Partnership Co-Chair every year. To be eligible for Co-Chair, the nominee must be an active Partnership committee member for at least one year and remain an active member. The Partnership Co-Chair will serve for two years to allow continuity of leadership, and the terms are staggered. Partnership Co-chairs may serve indefinitely as long as they are elected.

General Duties & Responsibilities:

Meeting Logistics

- Develop agendas for steering committee and quarterly Partnership for a Healthy Durham meetings with support from the Partnership Coordinator
- Share responsibility in chairing the monthly steering committee and quarterly full Partnership for a Healthy Durham meetings
- Ensure meeting minutes are taken at steering and Partnership meetings and review minutes for accuracy before they are distributed
- Attend an orientation session at the beginning of the co-chair term

Partnership Business

- Assist with oversight of the Partnership for a Healthy Durham's mission, direction, and committee goals
- Attend at least one monthly meeting of a committee
- Recruit new Partnership for a Healthy Durham members
- Manage or delegate management of working groups that emerge from steering committee work
- Advocate for Partnership and committee interests
- Serve as ex-officio member of committees

Partnership Representation

- When asked, publicly speak for and represent the Partnership for a Healthy Durham
- Represent the Partnership for a Healthy Durham at relevant governmental, private, community sector and Robert Wood Johnson Foundation (RWJF) Culture of Health Prize meetings
- Assist with the triannual Community Health Assessment