



Partnership for a Healthy Durham

COMMITTEE 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. Committee co-chairs will serve for a period of one year (July – June) and work together to determine how their responsibilities will be divided.

The by-laws (revised January 2015) state:

Committee elections will be held annually. Each Partnership committee will elect by self or peer nomination and secret ballot two committee co-chairs every year. Committee co-chairs may serve indefinitely as long as they are re-elected annually. If there are only two nominees, they will automatically become the committee co-chairs. At least one of the two committee co-chairs must be present at steering committee meetings, or send an appointed representative in their place.

General Duties & Responsibilities:

Meeting Logistics

- Along with coordinator, set time, date, location, and agenda for committee meetings
- Chair the committee meetings (co-chairs can alternate months)
- Ensure meeting minutes are taken and review minutes for accuracy before they are distributed to committee

Committee Business

- Recruit and welcome new committee members
- Represent the committee at monthly steering committee and quarterly full Partnership meetings. (Note: The steering committee is composed of all co-chairs, and only one co-chair from each committee needs to be present.)

Committee Communication

- Maintain email list of active committee members
- Email monthly meeting announcements and minutes to committee members
- Disseminate committee announcements as needed

Action Plan

- Co-establish action plan and objectives (every three years) and plan committee activities accordingly
- Routinely review and update action plan to ensure that goals and objectives are met
- Write brief quarterly reports on committee activities, or as requested
- Manage or delegate management of subcommittees or working groups that emerge from committee work

www.healthydurham.org