

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 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 a maximum of three consecutive one-year terms. Committee Co-chairs who serve the maximum number of terms must wait at least one year before appearing on the election ballot. 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

- 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
- Attend an orientation session at the beginning of the co-chair term

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

- Email monthly meeting announcements and minutes to committee members
- Work with the Coordinator to 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