



OVERALL 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 October 2018) 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 a maximum of two consecutive two-year terms. Co-chairs who serve the maximum number of terms must wait at least one year before appearing on the election ballot. Two individuals from the same organization or institution cannot be Co-chairs of the Partnership at the same time.

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 and action plan process