

WHATCOM COMMUNITY HEALTH WORKER NETWORK COORDINATING COMMITTEE CHARTER

1. Background

The Whatcom CHW Network was formed in April 2018 under the umbrella of the Whatcom Alliance for Health Advancement (WAHA). After a year of functioning with an informal structure, the Network decided to establish a Coordinating Committee to serve as the Network's leadership/decision-making body.

2. Purpose

The Coordinating Committee (CC) is a committee of *service to, not power over* the Network. Decisions made by the CC are guided by input from or criteria set by the larger group.

The overall role of the CC is to have a bird's eye view of the Network's purpose, goals and growth to help the Network accomplish its purpose. This role includes:

- Set the agenda (with input from members), plan, and facilitate the general meetings.
- Act as the thread of ideas and momentum between general meetings.
- Consider requests from outside people and organizations to do presentations or be on the general meeting agenda. Approval will depend on if the request aligns with the Network, other agenda items or meeting priorities, etc.
- Identify issues and concerns, and bring them to the general membership for discussion and decision-making.
- If requested by the general membership, research issues or discuss them more in depth, then return to the full group with more information or a proposal.
- Guide the membership in growing and unifying our CHWs. For example, the CC will research ideas for outreach and recruitment to general members and employers.
- Ensure ongoing, reciprocal communication among the Whatcom and statewide networks, the Washington State Community Health Worker Association (WACHWA), and other relevant work at the state level.

3. Structure, Process and Decision-Making

- The CC has five members.
- A quorum of three members is required for decisions. Decisions are made by consensus when possible, and voting may occasionally be used. The CC does not use Robert's Rules or other standardized decision-making rules.
- The Coordinating Committee meets monthly, and minutes are recorded for each meeting documenting decisions and action items.

4. Terms of Service

- CC members serve one-year terms, May to May, unless an opening is created by a committee member leaving prior to completing their year term.
- Membership can be renewed or extended beyond one year.
- If a member doesn't want (or is not able) to continue their committee service, we ask that they give as much notice as possible so there is time to find a replacement before they leave.
- We'll strive to make sure there are no more than two new members each year, so that three members will be continuing.

5. Membership Criteria

We want the CC to represent the diversity of community health workers in our communities, so will seek members that bring at least some of the following:

- Community Health Workers (a person with supervisory or management role may be considered as long as some of their time is directly with clients/patients/community members).
- Lives and/or works in Whatcom County.
- Is actively involved with the Network (attended most meetings in the last six months).
- Diversity
 - Racial, ethnic, cultural
 - Gender identity, sexual orientation
 - Geographic areas of the county
 - Types of organizations (non-profit, governmental, grassroots neighborhood groups)
 - Sectors (healthcare, housing, education, social services)
 - Those not employed by any organization or representing any specific sector
- “Tech-savvy” - working knowledge of using email, attachments, electronically shared documents, websites, social media, and other technology related to communication.
- Capacity/time available to serve (see Expected Commitment, below).
- Additional expertise is always an asset -- such as grant-writing/fundraising, graphic design, budget/financial management.

6. Expected Commitment

The CC is a model of *shared responsibility*. It’s intentionally set up with five people in order to spread out the coordinating work, so it’s important that members are able to commit to the following:

- Attend monthly CC meetings (1.5 hours) throughout the year. Participating by phone or Zoom is an acceptable option.
- Attend Network meetings (2 hours) which are generally once a month (though often not in November and December). Participating by phone or Zoom is an acceptable option, IF the technology can be arranged (will depend on meeting location).
- Communicate by email, review documents and information, and other work in between meetings.
- Take on one of the CC roles (see attached, or...) and be responsible for the tasks associated with it.
- Participate in community education and outreach regarding the CHW Network.
- Assist with projects outlined in the annual work plan.
- Stay up to date on issues impacting CHWs in Whatcom County and Washington State.

We know that CHWs have many responsibilities with family, home, school and work. If a member’s situation changes and they aren’t able to meet the expected commitment, we will talk together about taking a “sabbatical” or resigning from the CC.

7. Nomination Process:

- Network members can self-nominate if they are interested in serving.
- A Network member can nominate another member.
- The CC may reach out directly to members they feel would be a strong addition to the committee.

Nominees are asked to fill out a short application regarding their interest and availability (seeXXXXform), This will be reviewed by the CC, and decisions will be based on member criteria

8. Compensation

- Whenever possible, we want CC to be able to serve on the CC as part of their regular job. If this is an issue for the employer, the CC will help with advocacy to gain permission.
- Some compensation may be available to CC members whose committee work is not part of their employment. Compensation decisions will be made on a case-by-case basis.

9. Annual Work Plan

A 12-month work plan will be created at the beginning of each year to guide and focus AWW's work.

10. Charter Revisions

This Charter will be revisited and revised every two years, or as needed to reflect the evolving nature of the CC and the needs of the CHW Network.

Attachment: Committee Member Recruitment Letter/Email

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This is **sample** language that can be used to recruit Coordinating Committee members.

We'd like to invite you to serve on the CHW Network Coordinating Committee! [or: Thank you for your interest in serving on the CHW Network Coordinating Committee!]

The Coordinating Committee has a "bird's eye view" of the Network's purpose, goals and growth to help the Network accomplish its purpose. There are five Coordinating Committee members and terms are one year.

If you are interested, please do the following:

- 1) Read the Coordinating Committee Charter to understand the purpose of the committee and what the expected commitment is.
- 2) Write a brief letter of interest, addressing the following questions:
 - Why do you want to join the Coordinating Committee?
 - What are the main responsibilities of your current job (if you are employed)?
 - What is your background as a community member, and a CHW? (You can include work experience, lived experience, family/community history, anything you think is relevant.)
 - Are there any special strengths, talents or skills you would bring to the Coordinating Committee?
 - Are you able to attend meetings on the first Friday of the month 9-11 AM, and the second Tuesday of the month 9-10:30 AM?
 - Are you able to fulfill the other aspects of the "expected commitment" outlined in the Charter?

Thanks again! We look forward to hearing from you.