

# Healthier Together – Pierce & St. Croix Counties Coalition Charter



## Article I – Name

The name of this Coalition shall be “Healthier Together – Pierce & St. Croix Counties,” also referred to as “Healthier Together.”

## Article II – Mission

The mission of Healthier Together is to create and maintain healthy communities.

## Article III – Purpose

The purpose of Healthier Together is to provide a strategic and collaborative framework for evidence-based health improvement activities throughout the two-county region. The focus of the coalition’s health improvement activities is determined by a community health needs assessment conducted by the coalition every three years.

## Article IV – Membership

### Section I – Participation

Participation in Healthier Together is open to all organizations and individuals committed to the mission and work of the coalition. All coalition members are expected to:

- Share information and knowledge
- Support and promote the work of the coalition

To the extent that the coalition’s current health priorities are aligned with members’ interest and expertise, members are also expected to participate in the planning, implementation and evaluation of interventions to address the identified health needs of our region

### Section II – Types of Membership

- **Organizational Partners:** Organizations committed to partnering with the coalition, ideally by designating at least one representative to participate as a core or advisory member.
- **Core Members:** Individuals who attend quarterly coalition meetings and are actively engaged in the development, implementation and evaluation of the coalition’s work plan, including involvement with at least one action team.
- **Advisory Members:** Individuals who are not actively engaged in the development, implementation or evaluation of the coalition’s work plan, but may attend quarterly coalition meetings and receive and respond to coalition communications.
- **Funders:** Organizations providing financial and/or in-kind support to the coalition.

## Article V – Coalition Leadership

### Section I – Executive Team

The coalition’s executive team is comprised of senior leadership from the four hospitals and two public health departments in the coalition’s two-county region. While not typically involved in the day-to-day work of the coalition, the executive team reviews and approves the coalition’s goals, objectives and action plans.

### Section II – Leadership Team

The coalition’s leadership team is comprised of community health program leaders from the four hospitals and two public health departments in the coalition’s two-county region. The leadership team’s responsibilities include:

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- Coordinate community health needs assessment and action planning.
- Ensure documentation of planning, implementation and evaluation of activities.
- Determine schedules and agendas, including educational presentations, for coalition meetings.
- Act as liaisons and provide direction to designated action teams.
- Recruit and retain coalition and action team members.
- Designate a replacement if the facilitator is temporarily unable to fulfil her/his responsibilities.

## Section III – Coalition Staff

The coalition is staffed by a facilitator, who is the primary contact for the coalition. The facilitator's responsibilities include:

- Organize and coordinate logistics for coalition meetings and events.
- Internal and external coalition communications.
- Assist action teams and coalition members as needed.
- Prepare reports for executive team meetings.
- Oversight of coalition grants, including grant applications and reporting.

## **Article V – Action Teams**

### Section I – Action Teams

Action teams create, implement and evaluate action plans around one of the identified health priorities in the current community health needs assessment.

### Section II – Action Team Champions

Action teams are championed by an individual or individuals selected by the action team members. The action team champion's responsibilities include:

- Serving as the primary contact for the action team
- Recruiting and retaining action team members
- Coordination of action team meetings, including distribution of agendas and minutes
- Overseeing the development and implementation of action plan activities, evaluation and budget
- Ensuring timely documentation of action team membership, meetings and attendance
- Attending quarterly Healthier Together membership meetings and other workshops

## **Article VI – Meetings**

The full membership of Healthier together will meet quarterly. The leadership team and action teams will meet monthly, excepting those months when the full membership meets. The executive team meets bi-annually.

## **Article VII –Procedural Policies**

### Section I – Conflicts of Interest

No one may profit financially from membership in the Coalition by sales or solicitation at meetings or workshops. Coalition members must disclose any actual or potential conflicts of interest.

### Section II – Decision Making

Coalition meetings shall be conducted based on the philosophy of mutual respect. When votes are taken, simple majority rules will apply.

### Section III – Approval of Charter

This charter must be adopted and may be amended by a 2/3 vote of the executive team.

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