

Healthy Communities Coalition

Action Team Co-chair Roles and Responsibilities

1. Review and become familiar with Healthy Communities Coalition Bylaws (provided) and information specific to Action Teams, such as:
 - a. The co-chairs are responsible for any official Coalition's correspondence.
 - b. The co-chairs develop the agenda for all meetings and distribute information (agenda, workgroup/action team reports, handouts, etc.).
 - c. Notices of meetings shall be made in a timely matter (at least one week in advance, unless emergent issues require otherwise) and will be communicated through email notification, meeting minutes, or by word of mouth.
 - d. Meeting minutes shall be the responsibility of one of the co-chairs or as appointed by co- chair.
 - e. Meeting minutes shall be made available in a timely manner in electronic form and sent to Fanta Saidou for distribution in subsequent meetings.
2. Follow Branding Guidelines for printed material and correspondence (provided).
3. Complete Action Team Report Template (provided) and send to Community Health Coordinator Fanta Saidou prior to Coalition meeting.
4. Provide report at the coalition's body (full coalition) meetings.
5. If neither co-chairs are available to attend the Coalition meeting, identify and send a representative to provide the report. Notify Community Benefits Coordinator, Fanta Saidou, or any steering committee member of the substitution.