Maricopa Healthcare Centers Governing Council
Executive Committee Charter

Purpose
The purpose of the Executive Committee (Committee) of the Maricopa Healthcare Centers Governing Council (Council) is to ensure the Maricopa Health Centers Governing Council carries out its due-diligence function related to new Council member recruitment, the healthy development and operation of the Council, its committees, and performance of the individual Council member by equipping them with the proper tools and motivation to carry out his or her responsibilities.

Membership
Membership shall consist of the Chair, Vice Chair, Treasurer of the Council, the standing committee chairs. During an open, public Governing Council meeting, the Chair will appoint one additional Council Member to sit on the Executive Committee. The Chair of the Committee shall facilitate the meetings. The Chief Executive Officer of the Maricopa Health Centers Governing Council is an ex officio non-voting Member of the Executive Committee.

Responsibilities

Regulatory

1. Make Recommendations to the Maricopa Health Centers Governing Council regarding the selection and dismissal of the Chief Executive Officer of the Maricopa Health Centers Governing Council.

2. Evaluate the Chief Executive Officer of the Maricopa Health Centers Governing Council’s performance annually and make recommendations to the Council regarding his/her performance.

3. Conduct an annual evaluation of the effectiveness of MIHS Federally Qualified Health Center Look Alike Look-Alike designated sites.

4. Provide a quarterly report to the Board of Directors reflecting the Council’s membership structure.
Responsibilities, cont.

Regulatory, cont.

5. Ensure that annual compliance and governance training is provided and that each Council member signs and submits the MIHS Code of Conduct and Gift Policy attestation form.

Membership


7. Develop the criteria for qualifications of potential applicants for membership on the Council.

8. Promote retention of existing Council members.

9. Determine if extenuating circumstances warrant the excusal of a Member’s absence from a Council or Committee meeting. Extenuating circumstances are defined as instances where, due to emergent circumstances beyond his or her control, the individual has no reasonable opportunity to attend a meeting, either in person or telephonically.

10. Make recommendations to the Maricopa Health Centers Governing Council regarding the removal of a Council Member.

Governance

11. Oversee Council orientation program, ongoing Council development, and continuing education and training.

12. Ensure Council members have clearly defined roles and responsibilities.


14. Establish a formal process and written policy on succession planning.

15. Periodically review the Council’s committees’ structures and effectiveness.

16. Periodically, but no less than every three (3) years, review the Council Bylaws and mission statement and make recommendations for suggested revisions to the Council.
Responsibilities, cont.

Governance, cont.

17. Annually review the Committee Charter and make recommendations for suggested revisions to the Council.

Meetings
Meetings will be held monthly. Additional meetings can be scheduled at the discretion of the Committee Chair.

Meeting Procedures
1. The Committee Chair will facilitate all meetings. The Committee Vice Chair will facilitate meetings in the Chair’s absence.

2. Meetings will be attended by Committee members in person or, when circumstances dictate, telephonically. A quorum shall consist of a majority of the voting Committee members, which is necessary for the Committee to meet and to take action.

3. Minutes shall be recorded and maintained for each Committee meeting in compliance with Arizona Open Meeting Law and shall contain all actions taken by the Committee. Minutes recorded or maintained for Executive Session discussions, however, will be kept confidential pursuant to A.R.S. § 38-431.03.

4. The Committee will report its actions to the Council at the next regularly scheduled Council meeting.