



## **Valleywise Community Health Centers Governing Council Ad Hoc Membership Committee Charter**

### **Purpose**

The purpose of the Membership Committee (Committee) of the Valleywise Community Health Centers Governing Council (Governing Council) is to recruit, screen, and recommend candidates to serve on the Governing Council of the Federally Qualified Health Centers designated sites and to assure that the Council is meeting Health Resources & Services Administration's (HRSA) Program Requirements regarding representation on the Governing Council.

### **Membership**

The Committee shall consist of a Chair, a Vice Chair, and no more than three (3) additional Governing Council members. A voting member of the Council will serve as the Committee Chair. The Committee Chair will recommend, and the Committee will appoint a Vice Chair. The Chief Executive Officer of the Federally Qualified Health Center (FQHC) Clinics is an ex-officio, non-voting member of the Committee. In accordance with the Governing Council Bylaws, voting members are appointed by the Governing Council.

### **Responsibilities**

1. Develop, review and make recommendations to the Governing Council regarding the criteria for qualifications of potential applicants for membership on the Governing Council. Potential applicants should represent the individuals being served by the FQHC Clinics in terms of demographic factors such as race, ethnicity, and sex. Priority will be given to representation of Valleywise Health's most vulnerable patient base.
2. Seek and identify potential applicants. These new applicants are to be representative of the community and allow the ratio of user members and non-user members to be maintained.
3. Actively recruit and screen new applicants. This includes seeking community assistance (which may include local civic, religious and community organizations) in identifying persons interested and qualified for the position.
4. Conduct appropriate inquiries into the qualifications of interested applicants for the Governing Council.

5. Maintain an awareness of the needs of the Governing Council when recruiting prospective candidates.
6. Promote retention of existing Governing Council members.
7. Along with the CEO, oversee new Governing Council member orientation program as defined in policy 89102 F, Valleywise Community Health Centers Governing Council Member Orientation.

### **Meetings**

Meetings will be held monthly or as needed. 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. Committee members must attend in person or, 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 Governing Council at the next regularly scheduled Governing Council meeting.