### Committee Member Position Description

**Basic Function:** Is an active contributor in committee meetings/calls; actively seeks, accepts, and carries out committee assignments; and works toward the fulfillment of committee objectives.

1. **Specific Responsibilities**
   1. Makes meeting/call attendance a priority and keeps lead staff informed about availability.
   2. Promptly acknowledges RSVP notices or other communications concerning the committee.
   3. Reviews agenda and all relevant materials before meetings/calls and is prepared to actively participate in discussions and projects. Stays on topic during discussions.
   4. Actively seeks, accepts, and carries out individual assignments, respecting deadlines and parameters of assignments.
   5. Shares relevant information and experiences with the group.
   6. Asks for clarification on any point or problem when necessary.
   7. Approaches problems objectively and from the broader industry perspective.
   8. Respects other ideas or conflicting viewpoints and supports resulting decision.
2. **Qualifications**
   1. Must be from MHCA voting member organization (*an exception may be made for Business Partners with expertise, as space allows*).
   2. Understands importance of placing broader home care interests ahead of individual or agency specific views.
   3. Understands active participation (attendance) is crucial to success of committee and can commit time necessary for committee meetings, conference calls, and assignments.
   4. Past experience with MHCA may be helpful but isn’t necessary.

### Committee Chair and Vice Chair Position Description

**Basic Function:** Provides leadership to committee. The Chair is expected to serve as a mentor to the Vice Chair and the Vice Chair is expected to perform the Chair responsibilities in the Chair’s absence. The Chair/Vice Chair work together to plan agendas and discuss how they will coordinate other tasks during the Committee Leader Orientation (e.g. agenda development & distribution, leading special projects).

1. **Specific Responsibilities**
   1. Coordinate meeting schedule, agendas and other logistics with MHCA Staff Liaison.
   2. Develop agenda for committee meetings and review with Staff Liaison prior to distribution to the committee listserv, as they may be aware of other timely topics.
   3. Agendas should be sent to committee members 5-7 days prior to each meeting.
   4. Convene and facilitate committee meetings and conference calls.
   5. Appoints committee member(s) to complete meeting notes for each meeting/call and other tasks, as needed. It is often helpful to schedule this in advance.
   6. Work with the Board Liaison to ensure committee remains focused on priorities identified in the MHCA strategic plan and committee charge.
2. **Qualifications**
   1. Be an employee of an MHCA voting member organization.
   2. Available for travel to conduct/attend in person meetings.
   3. Able to commit time necessary for meetings, conference calls, and duties related to position.
   4. Able to facilitate the work of a committee and willing to be proactive in providing leadership on the committee.
   5. Past experience with MHCA may be helpful, but is not required

### Committee Policies

1. Committees required in MHCA Bylaws will be retained:
   1. Executive Committee
   2. Finance Committee
   3. Nominations Committee
2. Board of Directors identifies a limited number of strategic priorities for MHCA and forms applicable standing committees, in addition to those required in the Bylaws. The Board of Directors provides direction to all committees.
3. Members will be invited to submit a committee member application on an annual basis:
   1. MHCA staff will assign members to committees following protocol in #4. The Board will have an opportunity to provide input.
   2. Executive Committee is responsible for appointing a Chair for each committee.
4. In an effort to bring diverse perspectives and encourage robust dialogue, while ensuring that MHCA is staying up-to-date on issues pertaining to all members and moving the MHCA strategic plan forward, the following will be taken into consideration when forming committees:
   1. Expressed interest from member.
   2. Competency or expertise related to given committee’s focus.
   3. Broad representation of MHCA regions, provider members and agency types.
   4. The maximum number of members may vary by committee, with a general protocol of 15.
   5. Ability/willingness to function as a team player.
5. Committee members shall be appointed to an 18-month term (July 1, 2020 – December 31, 2021).
6. If a committee member should find it necessary to resign before the end of the 18-month term, she/he will do so in writing to the MHCA office. Mid-term appointments may be made by the Executive Director based on the following priorities:
   1. The timing is deemed appropriate by the Staff Liaison & Chair.
   2. Other members who applied for this committee will be considered first.
   3. Secondary consideration will be given to new members who express desire to get engaged.
   4. Final consideration will be given to other members who express interest.
7. If a committee member is absent from three consecutive meetings/calls, she/he may be regarded as having resigned from the committee.
8. Primary options for accomplishing committee’s work is face to face meetings, virtual meetings, conference calling or e-mail. The meetings will be held at the MHCA offices, unless otherwise approved by the Executive Director.
9. A MHCA Staff Liaison and a Board Liaison will be assigned to each committee. The Staff Liaison will assist the Committee Chair with logistics and provide guidance. The Board Liaison’s role is to facilitate communication between the Committee Chair and the MHCA Board of Directors and to ensure that the committee is staying focused on its charge.
   1. Board Liaison communicates regularly with the Committee’s Chair. At a minimum, this consists of communication prior to and following each Board meeting and attending occasional committee meetings.
   2. Board Liaison will be included on the committee listserv, thereby receiving all committee correspondence and meeting minutes.
10. Communication to members is a priority. Each committee prepares regular updates on its activities/projects and other related issues. Updates, which may be articles or other formats, are forwarded to MHCA for appropriate distribution to members. Some committees may be asked to do a presentation at the Annual Meeting.
11. Committee members review and agree to adhere to the MHCA Anti-Trust policy.
12. Committee Chair works with MHCA Staff Liaison to plan agenda and sends the agenda and minutes to the committee members approximately one week prior to the committee meetings.
13. Committee Chair facilitates meetings/discussion and is the committee’s liaison to MHCA staff and the Board Liaison.
14. Committee Chair appoints one committee member to take meeting minutes for each meeting/call. Committee member forwards minutes to the Staff Liaison or Administrative Assistant, who will ensure timely distribution of the minutes to committee members and file them electronically.