

**NC AHEC Health Careers Workforce Diversity, Equity, and Inclusion
(HCWDEI) Charter**

Purpose and Goal

The purpose of Health Careers Workforce Diversity, Equity and Inclusion (HCWDEI) is to foster interest and diversity in pathways of individuals to becoming health care professionals.

The goal of the HCWDEI team is to improve the geographic distribution, retention, and quality of health care providers throughout the state.

Areas of Focus

We center our work on individuals from traditionally marginalized communities. These include those who have been historically, systematically, and institutionally under-exposed, under-served, or excluded from health professions training and workforce opportunities.

The HCWDEI Team focuses on the following areas:

- Individuals who are underrepresented in health professions training programs and the health care workforce.
- Individuals from racially and ethnically diverse backgrounds.
- Individuals in under-resourced and under-served rural communities.
- Individuals from economically/educationally disadvantaged communities.

Member Background

The Health Careers Workforce Diversity, Equity and Inclusion (HCWDEI) Team is led and Chaired by the Associate Director for HCWDEI from the AHEC Program Office (PO).

The HCWDEI Team includes 1 representative from each regional AHEC who is tasked with fostering and supporting pathways of individuals interested in becoming a healthcare professional.

HCWDEI Team Members are staff who are managing HCWDEI initiatives within their regional AHEC and represent the Health Careers Workforce and Diversity Equity, and Inclusion service line.

Members should have direct experience in program planning, implementation, and evaluation of HCWDEI programs and participants.

AHEC Program Office Chair

The Associate Director for HCWDEI from the NC AHEC Program Office (PO) serves as the Chairperson of the HCWDEI team, as appointed by the PO. This role provides directional guidance to the Regional AHEC Team Members. Responsibilities include the following:

- Managing progress towards the goals of the Health Careers Workforce Diversity, Equity, and Inclusion team through effective communication, outcomes tracking, and identification of new opportunities.
- Serving as the Health Careers Workforce Diversity, Equity and Inclusion representative for information, communication, and direction to and from the PO.
- Serving as the primary point of contact or representative for the AHEC Operations Team for the HCWDEI service line, as well as grant related reports.
- Assuring that there is a large, statewide vision of HCWDEI activities.
- Preparing the agenda and moderating the monthly phone conferences and the face-to-face planning sessions/retreats of the HCWDEI team.
- Facilitating the identification, operations, and evaluation of necessary working sub-teams. Assures sub-teams are efficiently completing assigned tasks and are staying on track.
- Managing process flow. In this role, the Associate Director for HCWDEI is an interdependent member of the HCWDEI team but does not drive ideas or work. Action/implementation of ideas/work will be the role of all members of the team.
- Providing to the NC AHEC Program Office and AHEC Directors an annual report of the Health Careers Workforce Diversity, Equity, and Inclusion team activities and accomplishments.
- Mentoring the Co-Chair and Vice-Chair.

Additional Member Roles and Responsibilities

Regional AHEC Co-Chair

The Co-Chair is a current Regional AHEC representative who if selected by a majority, will serve a two-year term. Responsibilities include the following:

- Providing first line coordination between regional representatives and the AHEC Program Office Leadership.
- Serving in the guidance role in the absence of the Associate Director - Chair for HCWDEI.
- Assisting with the strategy of planning and implementing operations and initiatives for the program office, and grant deliverables.
- Facilitating further dialogue, updates, and consensus among regional AHEC representatives, and reporting back as needed to HCWDEI Chair.
- Mentoring the Vice-Chair.

Regional AHEC Vice-Chair

The Vice-Chair is a current Regional AHEC representative who will serve a two-year term, and upon completion of their term (or prior if a vacancy arises), the Vice-Chair will be the successor of the Co-Chair. Responsibilities include the following:

- Filling in the role of either Chair/Co-Chairperson due to either of their absence and assisting with taking on the full operations of the HCWDEI team as needed.
- Assisting, as needed, with special projects associated with HCWDEI programming as determined by program AHEC Program Office Chair.

Regional AHEC Members:

- Serving as a point of contact and managing HCWDEI initiatives for their AHEC region.
- Sharing and documenting necessary data in a timely fashion for AHEC Program Office and grant reporting.
- Implementing action plans for AHEC at-large and for their region.
- Sharing successes, failures, and exploring options for enhancing program operations.
- Benchmarking best practices and sharing/incorporating lessons learned.
- Contributing ideas for current and future endeavors to recruit, train, and retain the workforce in North Carolina.
- Taking meeting minutes if asked in the event that the Program Office Associate is unavailable.
- Submitting helpful information about their AHEC region's HCWDEI outcomes to be considered for the HCWDEI annual report.

Other Roles**Minute Taker:**

Program Office Program Associate takes minutes for all regular meetings. Responsibilities include the following:

- Recording minutes of the meeting using a concise action-oriented format.
- Captures and distributes minutes from the monthly phone conferences and the face-to-face planning sessions/retreats.
- Include supplemental information that may have been covered in the meeting (i.e., polling data, links to resources, important upcoming events/dates, additional attachments, etc.)
- Providing a draft copy of the minutes to the Chair/Co-Chair for review no later than two weeks after meetings.
- Ensuring no more than a 4-business day turn-around for minutes and accompanying minute resources to be made available to the HCWDEI team.
- Posting any "To Do" action items for team members to the HCWDEI shared platform.
- Reviewing and submitting significant outcomes to the Chair for consideration for consideration to be included in the HCWDEI annual report and grant reports.
- Maintaining contact information and attendance records for members of the HCWDEI team.

Sub-Committee / Taskforce Team Members:

Based upon operational needs, there may be times when HCWDEI team members will be asked to join small groups to explore, recommend or develop ways to enhance the efforts of the HCWDEI service line, and to help move initiatives forward. Responsibilities include:

- Scheduling and convening separate meeting times with the small group members.
- Posting notes and regular updates to the HCWDEI shared platform.
- Working to meet deadlines in a timely fashion.
- Reporting out to the HCWDEI Team regarding open items and/or completed tasks

associated with the topic of the Taskforce.

Team Expectations

- Each statewide discipline team requires the participation of all members.
- At a minimum, members are expected to attend no less than 75% of meetings and assemblies on an annual basis.
- In the event a member cannot make it to a meeting, it is expected that the member notifies the AHEC Program Office Chair in advance of the scheduled meeting.
- For greater efficiency and effectiveness, shared platforms (I.e., Basecamp, HETRS, etc.) for project management and communication shall be utilized by all members. Examples of use include but are not limited to uploading and maintaining up-to-date information regarding regional HCWDEI efforts, contributing to HCWDEI team and taskforce efforts, etc.

Accountability

Decisions are made using a majority voting system with the presence of a quorum (minimum 6 AHECs).

The PO representatives retain the authority to adjust decisions that impact the statewide AHEC Program (and Grant-related stipulations).

The HCWDEI Charter outlined in this document shall be reviewed and updated annually, under the guidance and direction of the HCWDEI PO Chair, and in consultation with the Program Office and Health Careers Workforce Diversity, Equity and Inclusion team.

Authored by: Paris Andrew, Ph.D.
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