



NC AHEC Leaders

Charter

Purpose

The purpose of the NC AHEC Leaders group is to develop and deploy consensus actions to be taken by the NC AHEC Program to accomplish its mission and vision.

The NC AHEC Leaders is the leadership group of the NC AHEC Program. This group focuses on defining the goals of the Program and the Strategic Planning and related actions to accomplish those goals. This group also focuses on areas where statewide alignment is needed to accomplish the AHEC mission or other work. This is the forum in which policies or practices that impede the successful operation of the NC AHEC Program as a system or create misalignment within the system and the Regional AHECs are resolved.

Members

The NC AHEC Leaders group will include the NC AHEC Program Director and Director of Operations and Diversity and not more than two representatives from each Regional AHEC, one of whom is the Director and the other of whom participates in the NC AHEC Ops Team.

The Director of the NC AHEC Program Office will serve as a Co-Chair and provide overall guidance for the NC AHEC Leaders. A Regional AHEC Director will serve as Co-Chair with the AHEC Program Director and will collaborate with the Program Director to provide guidance to the group. The Regional AHEC Director Co-Chair shall serve for two years.

The Director of Operations and Diversity of the NC AHEC Program Office will serve in the guidance role in the absence of the Director of the NC AHEC Program Office.

Directional Guidance

The Director of the NC AHEC Program shall provide Directional Guidance with support from the Director of Operations and Diversity and the Co-chair. Responsibilities of this role include:

- Prepares the Agenda and moderates the monthly phone conferences and the quarterly face to face meetings of the NC AHEC Leaders.
- Maintains contact information and attendance records for members of the NC AHEC Leaders.
- Captures and distributes minutes including any action items from the quarterly face to face meetings.
- Facilitates the identification, operations and evaluation of necessary task force members or other sub-groups and assures sub-groups are efficiently completing assigned tasks and are staying on track.
- Facilitates discussion and obtains advice from the NC AHEC Leaders group when decisions must be made.

Duties

The NC AHEC Leaders group is charged to:

- Plan, develop, prioritize and assess progress toward accomplishment of goals of the NC AHEC Program focusing on recruiting, training and retaining the health workforce through educational programs and services in NC, with a reasonable and feasible plan of action to meet those goals. This includes adopting the framework for the documentation of AHEC Program work through the Regions (e.g., Operating Contracts, Annual Work Statements).
- Establish an environment of interdependence, inclusion, trust, and support for members to participate in an open, collaborative manner. All members will have equal status and voice in all actions and decisions.
- Provide a forum to share successes and best practices/activities, to identify and respond to opportunities for improvement and alignment for all AHEC services and operations and to address and develop solutions for issues that impede or have the potential to impede the successful operations of the NC AHEC Program or one or more AHEC Region.
- Work collaboratively to identify and implement statewide programs that will include all regions (or specific regions if more appropriate).
- Develop ideas and practices that will strengthen the NC AHEC Program brand while continually supporting each region.
- Identify areas for study or for which recommendation actions are needed to further the AHEC Program mission and establish Task Forces, Working Groups or other bodies to conduct that work.
- Adopt recommended policies, procedures, and frameworks of best practice to govern the educational programs and services offered by all Regional AHECs as recommended by the Program Office, Task Forces, the Operations Team, other AHEC working groups or as developed organically by the AHEC Leaders.
- Provide insight and recommendations for current and future efforts towards building a stronger, more visible, and mission-effective NC AHEC Program.

Member Responsibilities/ Expectations

- Members of the NC AHEC Leaders group will be committed to the purpose of the group described in the Charter
- Members participating in any AHEC Leaders meeting have a fiduciary duty to the NC AHEC Program and as such will participate solely to benefit the NC AHEC Program. Any member having a conflict of interest shall clearly state that conflict and shall recuse himself or herself from any discussion or decision related to the conflict of interest.
- Members will identify agenda items to be considered during meetings including any items important for other members to be aware of or items for which a decision or broader input is required.
- Members will be present during the meetings and will express relevant opinions on agenda items. Members will commit to implement decisions made by NC AHEC Leaders or to expressly state their intention not to do so and, when possible, offer a satisfactory alternative to the decision to be implemented.
- All discussions of the AHEC Leaders group are considered confidential unless the group agrees the information should be shared and with whom it will be shared. Unless otherwise specified, all written materials provided in advance of or during a meeting are NOT confidential and may be shared.
- The NC AHEC Leaders group requires the participation of all members. Participation, especially in the quarterly meetings, is a core responsibility of the members. Therefore, members, especially the Regional AHEC Directors, are expected to attend the scheduled meetings and shall make every effort to attend any ad hoc meeting called by the NC AHEC Director. In the event that a member cannot attend a meeting due to an unexpected emergency, he/she shall inform the NC AHEC Program Director and, if no other member from the Region can attend, will identify a Regional AHEC team member to attend and authorize that team member to commit to actions adopted by the AHEC Leaders during the meeting.

Meetings

The NC AHEC NC AHEC Leaders meetings are:

- Monthly phone conference that will be no more than 60 minutes. This phone conference occurs at 4:00 pm on the first Tuesday of each month. Additional phone conferences will occur as needed at 4:00 pm on the third Tuesday of each month.
- Annual planning Face to Face sessions to occur in (or close to) February, May, August and November of each year at a date and time chosen by the majority. The August meeting is designated as a retreat.
- Ad hoc meetings when determined to be needed by the Co-Chairs. The Co-Chairs will provide as much advance notice as possible.

Members will convene in the most feasible time and place (including virtual), as decided by the Co-Chairs

Review

This charter shall be reviewed and, if appropriate, updated biannually, under the guidance and direction of the Co-Chairs.