Michigan Green Healthcare Committee

The Michigan Green Healthcare Committee Recommended Framework

• Members will conduct themselves in an ethical manner at all times
• The MHA may change membership requirements and committee framework as needed

Officer Responsibilities and Selection Process

Chair
Responsibilities:
• Facilitate, guide, and stimulate discussion and ensure meetings are kept on track
• Seek consensus from the group but unanimity is not required
• Use Roberts Rules to address any controversial issues that may arise, specifically issues needing a vote
• Guide committees and work with staff to develop necessary work plans and meeting agendas
• Approve all committee reports and the dissemination of information to the entire committee before distribution
• Guide the committee, where appropriate, in proposing new activities and service that will further the MGHC’s mission and goals
• Be a hospital member
• The Chairperson may appoint committees on an as needed basis

Vice Chair
Responsibilities:
• Support the chair and perform duties identified by the chair
• Act as chair in the absence of the chair

Past Chair
Responsibilities:
• Provide guidance to the chair

Treasurer
Responsibilities:
• Maintain an accounting of all income, expenses, and revenue, including conference generated income, expenses, and revenue
• Coordinate with the MHA for all payments received and made by the MGHC and regarding the MHA’s oversight of MHGC’s funds

Secretary
Responsibilities
• Coordinate catering for meetings
• Send out email reminder two weeks prior to the meetings (with e-packet, agenda, and request for RSVP’s)
• Collect travel reimbursement
• Take notes at meetings
• Set up committee meetings and executive conference calls
• Create e-packets for meetings
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- Collect slides from speakers

Process for Chair Selection:

- Members shall check the box indicating an interest in serving as chair on the request to serve form that will be mailed out to members in the summer
- MHA, taking into consideration the committee’s recommendations, will select the chair
- Members will volunteer to serve as vice chair

Process for new members:

- Members are to submit a “request to serve” form to the MHA in the summer
- Hospital requests will be given priority

Meetings

Schedule:

- The committee will meet on a quarterly basis
- Members are expected to attend 3 of 4 meetings in person