

# 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