

## **Roles and Responsibilities**

### **HCHN Governance Council**

#### **Executive Committee**

- Lead Governance Council for racial equity; work to infuse that lens in all our work
- Determine optimal use of GC and Executive Committee meeting time, including setting agendas
- Oversee committees, including making recommendations to GC on membership
- Oversee GC membership, addressing issues with attendance if necessary
- Inform needs assessment (led by HCHN team)
- Lead strategic planning in collaboration with the HCHN Admin Team
- Oversee program evaluation approach, process and results (foster continuous learning)
- Approve budget flowing from needs assessment and strategic planning
- Support rapid response needs of HCHN team
- Support HCHN team on site visit and participate as needed
- Lead value proposition development and any ensuing advocacy as coordinated with HCHN team
- Coordinate all activities of the GC

#### **Chair of Governance Council**

- Lead all of the activities above

#### *In addition*

- Chair GC and Executive Committee meetings
- Set meeting agendas

#### **Vice-Chair of Governance Council**

- Support all of the activities above, effectively staffing Chair on all key issues as requested

#### *In addition*

- Provide first line of response on rapid response needs, effectively supporting HCHN team by deploying skill sets of Exec Committee and GC as needed
- Stand in for Chair if they are unable to lead meetings
- Liaise with HCHN admin team on any membership issues (e.g., absences) and develop approach to address