1. **Agency**

The Blue Hills Community Health Alliance (CHNA20) is a regional health coalition which operates as a hosted program of Bay State Community Services (BSCS), a not-for-profit human service agency based in Quincy, MA. The coalition serves 13 South Shore communities including Braintree, Canton, Cohasset, Hingham, Hull, Milton, Norwell, Norwood, Randolph, Scituate, Sharon, and Weymouth. BSCS receives grants on behalf of CHNA20 and provides oversight of the coalition’s contractual/legal matters, and annual budget including developing and monitoring the budget.

1. **Steering Committee**

The CHNA20 Steering Committee is the primary programmatic decision-making body regarding setting strategic direction for the coalition; its responsibilities include the following:

1. **Role/Responsibilities/Expectations of Steering Committee members**
   1. Ensure that CHNA20 membership and the Steering Committee are a representative balance of CHNA20’s focus areas, support areas, and skillsets; and is comprised of diverse, engaged, and responsive community stakeholders from the CHNA’s geographic area;
   2. Provide administrative oversight of CHNA20, including working in partnership with staff in setting the coalitions’ strategic direction and designing programs and new initiatives;
   3. Review terms of new partnerships, funding, and other resource development opportunities from external entities;
   4. If applicable, authorize establishment or dissolution of committees as recommended, including fund distribution for committees;
   5. Participate in evaluation of Program Director and other contract staff;
   6. Participate in an annual review of programs, funding, outcomes, and performance to monitor progress and set the coalition’s agenda for the new fiscal year.
   7. Must participate in at least 2/3 of Steering Committee meetings.
      1. If a Steering Committee absence is due to excused time off (i.e. vacation, sick day, bereavement, family leave, etc.) it will not be counted against the member in their attendance records.
2. **Composition and Selection Process**
   1. The Steering Committee shall have 4-6 members; should number fall below 4, the Steering Committee shall call for special approval of new members;
   2. Nominations and/or self-nominations are permitted;
   3. Eligible members must be in good standing with the CHNA20; and
   4. Committee will review officer roles, participation and composition on an annual basis.
3. **Officers**
   1. **Co-Chairs**
      1. Ensure effective facilitation of Steering Committee meetings;
      2. Designated signatory(ies) of Memorandums of Understanding and Contracts, if applicable;
      3. Vote on changes to policies and procedures
      4. Represent the CHNA when called upon by staff or other Steering Committee members
   2. **Co-Vice Chairs:** 
      1. Approve any letters to the editor or political statements drafted by CHNA 20 staff
      2. Vote on changes to policies and procedures
      3. Collaborate and assist in the duties and functions of the Chairpersons
   3. **New Member Approval:** Annually by fellow Steering Committee members
   4. **Eligibility**: Steering Committee assignment is limited to agency representative members in good standing with CHNA20.
4. **Meeting Frequency**
   1. Bi-monthly; and
   2. Steering Committee members and Program Director may propose additional meetings as needed.
   3. Steering Committee meetings will be scheduled at least four months in advance to allow ample time for members to make any necessary schedule changes.
   4. The recurring date and time of meetings will be decided by the Committee on an annual basis.
5. **Decision-making**
   1. Steering Committee shall first attempt to reach modified consensus;
   2. If, after reasonable discussion, there is no consensus, the Steering Committee shall move to a majority vote to pass a proposal.
   3. The Program Director is the only voting CHNA 20 staff member of the Steering Committee.
      1. In the event where a vote is needed for a staffing decision or any other situation related to the Program Director’s role, it will be considered a conflict of interest and the Program Director will be required to recuse him/herself from the vote.
      2. If a decision cannot be made via majority vote (i.e. there is a tie and the Program Director is ineligible to vote), the BSCS CEO can be called upon as the deciding factor. The CHNA 20 Chair will reach out to the CEO via email and include the details of the vote, coping all Steering Committee members and CHNA 20 Project Director.
6. **Resignation and Removal**
   1. Steering Committee members who are no longer able to participate actively in the Steering Committee shall resign;
   2. Resignation shall be submitted in writing to the Chairs or Co-Chairs to be effective immediate from that time**;** and
   3. Steering Committee members who are not able to attend 2/3 of the total meetings (see exceptions in section II, line A) or members whose behavior is not in line with CHNA20’s mission will be asked to resign following a vote of the Steering Committee.
7. **Management and Staff**
8. **Staff:** The Program Director is the primary staff person responsible for day-to-day operations of CHNA20. Additional staff will be hired on a project-by-project basis and when needed for additional administrative and strategic support. Consultants will be hired to supplement staff capacity and skills.
9. **Legal Documents and Contracts:** BSCS’s Executive Director or CFO must co-sign all contracts and other legal documents between CHNA20 and any third parties.
10. **Governance:** Authority to manage the programmatic activities of CHNA20 is delegated to the Program Director with oversight by the CHNA20 Steering Committee and direct supervision by the CHNA20 Steering Committee Chairs.
11. **Fundraising:** CHNA20 may solicit gifts, contributions, and grants on behalf of BSCS that are earmarked for the activities of the CHNA.
12. **Funding:** CHNA20’s choice of funding sources to be approached and the text of the letters of inquiry, grant applications, and other fundraising materials are subject to approval by the CHNA20’s Steering Committee. BSCS shall be responsible for the processing and acknowledgment of all monies received for CHNA20.

1. **General Coalition Membership:**

Membership is open to any agency and/or person interested in furthering and supporting the purposes of the CHNA with no limit in size. At fullest realization, each agency, worker and/or resident within one of the 13 CHNA20 communities is a member.

1. **Role/Responsibilities:** 
   1. Propose programmatic directions, new programs and initiatives;
   2. Participate on Committees/working teams;
   3. Participate in the implementation of strategic priorities;
   4. Support and spread the mission of the coalition.
2. **Membership Meetings:**
   1. There shall be an annual meeting of the membership that shall focus on current CHNA20 strategies, programmatic outcomes and proposed plans

1. **Committee/Working Team Structure**There may be a combination of standing committees and ad hoc working teams focused on accomplishing shorter-term goals and tasks.  
   1. **Accountability:** Steering Committee establishes committees, task forces, or teams that are accountable to the membership.
   2. **Composition:** A mixture of Steering Committee, coalition members, and staff; each committee/team will have diverse representation.
2. **Conflict of Interest**

Members of CHNA20 will avoid any semblance of self-dealing or enrichment for their organization or as individuals; business and financial transactions between members and the CHNA are discouraged, unless conducted entirely openly and with stringent safeguards.