



New Hampshire Community Health Worker Coalition (NH CHW Coalition) Steering Committee Job Descriptions

Serving as a member of the Steering Committee will provide you with the opportunities to:

- Broaden your knowledge
- Gain new experiences and skills
- Sharpen communication skills
- Work with other community professionals
- Develop leadership skills
- Create an awareness of the CHW role in NH
- Promote the growth of the NH CHW Coalition

Steering Committee Leadership:

The Coalition Chair and Vice Chair positions have two seats, one designated for a northern representative and one for a southern representative. North and south are defined as follows:

- Northern Region: Coos, Carroll and Grafton Counties
- Southern Region: Sullivan, Merrimack, Belknap, Strafford, Cheshire, Hillsborough, and Rockingham Counties

A member's region for the purposes of Steering Committee seats is determined by the county in which the organization they work or volunteer for is located. If a member does not work for an organization, then their region is defined as the county in which they live.

Coalition Chair (Two positions for equal representation of areas)

The Chair of the Coalition Steering Committee is a member that is selected by the consensus of the Coalition members during a scheduled meeting or through an electronic voting system. A Steering Committee Chairperson must be a CHW. The term of service of the Steering Committee Chairperson is for two years.

General Duties:

- Develops and approves Coalition and steering committee agendas
- Leads the Steering Committee in periodic review and updating of the Strategic Plan
- Presides over Steering Committee meetings
- Participates in the recruitment of new Coalition and Steering Committee members
- Engages community and professional stakeholders to develop relationships that will support the Coalition's goals
- Represents the Coalition before the media
- Coordinates Coalition support for local, state, or federal grants

Coalition Vice Chair (Two positions for equal representation of areas)

The Vice Chair of the Coalition Steering Committee is a member that is selected by the consensus of the Coalition members during a scheduled meeting or through an electronic voting system. A Steering Committee Vice

Chairperson must be a CHW. The term of service of the Steering Committee Vice Chair is for two years.

General Duties:

- Presides over meetings of the Coalition and committee when the Chair is absent
- Participates in the recruitment of new Coalition and Steering Committee members
- Develops and maintains positive community relations with Coalition members community members, healthcare professionals, stakeholders and community leaders
- May represent the Coalition before the media

Secretary (One position)

The Secretary of the Coalition Steering Committee is a member that is selected by the consensus of the Coalition members during a scheduled meeting or through an electronic voting system. The Steering Committee Secretary must be a CHW. The term of service of the Steering Committee Secretary is for two years.

General Duties:

- Maintains oversight of the minutes
- Oversees other records of the Steering Committee
- Researches organization records, when necessary, for information for the Steering Committee
- Maintains records for Chairpersons; attendance at all Steering Committee and coalition meetings
- Maintains records of election and appointment dates of volunteers for sub committees

- Ensures that all official documents are safely passed to the next Secretary

The Submission Process

Submission to become a Steering Committee Member

All NH CHW Coalition members who would like to participate in the Steering Committee must submit a letter of intent within 14 days of the opening of the submission period. Letters of intent may be submitted on Basecamp or by email at NHCHWcoalition@outlook.com. Submissions of letters of intent will be placed on Basecamp for all members to review.

Guidelines for the Letter of Intent:

- Must state job title and organization represented
- Any other activities that may relate to CHWs
- Reason for interest
- Previous Coalition experience, if applicable
- Personal strengths
- Submissions for the election will not be accepted after the 14-day timeframe

The Voting Process

The Process of Electing Steering Committee Members

After the 14-day submission period, all letters of intent will be posted to Basecamp along with an electronic voting link. This allows all members of the NH CHW Coalition to review the letters and place their vote for the new Steering Committee members. Members of the Coalition will have 14 days after the submission period ends to view these letters of intent and vote.

Guidelines for Voting:

- Votes must be submitted through the electronic voting link.
- Votes that are not submitted in the 14-day timeframe will not be accepted

All questions can be directed to a current Steering Committee member at NHCHWcoalition@outlook.com