



SE MINNESOTA DISASTER HEALTH COALITION

Enhancing Regional Preparedness, Response and Recovery

Advisory Committee Charter

Committee Leaders: Chair, Vice Chair, Secretary		
Committee Formation Date: October 2012	Projected End Date: NA	Charter Version Date: October 16, 2013 Charter Review: December 31, 2014
<p>Purpose</p> <p>The Advisory Committee will provide guidance for emergency preparedness initiatives in the SE Minnesota Region and will work on behalf of the SE Minnesota Disaster Health Coalition. The overall mission of the Advisory Committee is to serve as regional ambassadors of the SE Minnesota Disaster Health Coalition.</p> <p>The drivers of this work include:</p> <p>Primary Drivers:</p> <ul style="list-style-type: none"> - Community and organization needs identified by Hazard Vulnerability Analysis and Risk Assessments - Statutes - Recommendations from regional workgroups/committees <p>Secondary Drivers:</p> <ul style="list-style-type: none"> - Grants – HSPP, PHEP, HSGP - Accreditation requirements 		
<p>Advisory Committee Membership</p> <p>These disciplines will be represented on the Advisory Committee. The number after the workgroup name is the number of seats that discipline has on the Advisory Committee:</p> <ul style="list-style-type: none"> • Hospital Preparedness – 3 (1 - Mayo Clinic, 1 - Mayo Clinic Health System, 1- Non-Mayo Clinic Hospital) • Local Public Health Emergency Preparedness - 2 • Long Term Care – 2 (1 - Skilled Nursing Facility; 1- Other) • Region 1 Emergency Management Joint Powers Board – 2 • Southeast MN Emergency Medical Services - 2 • Southeastern MN VOAD (Volunteer Organizations Active in Disasters) - 1 		
<p>Rules</p> <ul style="list-style-type: none"> • Appointments to the Advisory Committee will be designated by the Primary Workgroups, with the exception of SMRTAC, to fill their allotted seats on the Advisory Committee. • Membership term will be 12 months, with no more than one representative rolling of the committee at a given time if possible. • Primary and secondary workgroups will bring agenda items, reports, and recommendations to the Advisory Committee on behalf of other regional workgroups, partners and stakeholders. 		
<p>Authority</p> <ul style="list-style-type: none"> • The Advisory Committee will be responsible for endorsing regional proposals, developed products/templates, and other preparedness activities. These recommendations will come through primary and secondary workgroups. • The Advisory Committee will have a voice to either endorse or not endorse fiscal expenditure proposals and forward those recommendations to the HSPP Steering Committee where final HSPP fiscal decisions are made. • Voting and decision making process will be determined by Advisory Committee. • Leadership includes Chair, Vice Chair, and a Secretary (ex-officio member) 		

Objectives

- Serve as the main coordinating entity for the SEMN Disaster Health Coalition.
- Review and endorse regional plans and recommendations submitted by workgroups.
- Review and endorse Workgroup/Project Team Charters.
- Serve as the guiding committee for regional planning, training and exercise initiatives.

Projected Time Requirements

The team will meet bi-monthly, virtually or face-to-face, for approximately two hours. There is an estimated time commitment of approximately two-four hours of project work outside of the meetings per month.

Compensation

Committee members do not receive compensation for participation.

Operations

Primary and Secondary workgroups will report back to Advisory Committee through an Advisory Committee Sponsor.
Reference document: SEMN Disaster Health Coalition Charter

Approved by:

SEMN Disaster Health Coalition Advisory Committee

Date: October 16, 2013