

HITOC Panel Charter-DRAFT

HIO Executive Panel

Summary

The HIO Executive Panel is to provide strategic input to HITOC regarding ongoing statewide HIE efforts and facilitate communication and coordination among HIOs. To the greatest extent practical, members will represent the geographic, ethnic, gender, racial and economic diversity of this state. The Panel will have leadership, industry and content expertise in order to effectively and efficiently work on potential opportunities and resolve challenges for statewide HIE.

The charter of the HIO Executive Panel is to:

- Review planning work in progress and provide input to HITOC regarding goals for statewide HIE based on the strategic and operational plans and work of the workgroups
- Develop recommendations for specific goals, actions and timelines for the execution of the strategic and operational plans
- Provide input to inform any potential directional changes
- Assess and provide input regarding potential opportunities, risks and challenges
- Coordinate and communicate with all HIOs
- Strive to identify, agree on and implement best practices

Membership

The Panel shall be composed of representatives from each of Oregon's HIOs who will be put forth by the HIO in consultation with the HITOC Selection Panel including the Chair, Vice-Chair and at least one other HITOC member. The expectation is that representatives will be the CEO or equivalent from the HIOs. The HITOC Director will designate staff to support the Panel. Members of the Panel will receive no compensation for their services.

The Panel shall be authorized to engage other stakeholders as appropriate in order to inform the work of the Panel.

Selection Process

The HITOC Selection Panel shall select the HIO Executive Panel members in consultation with each HIO. Following are recommended elements for inclusion in the application:

1. Name, Title Organization, Contact Information
2. Experience in relevant areas named above
3. Areas of specific expertise
4. Examples of previous successes, experiences and work in collaborative efforts
5. Any other relevant information applicant wishes to provide
6. Stated ability to invest the time required (up to 8 hours per month)

Applicants shall be selected based upon relevant experience, proven executive, managerial and collaborative abilities, and availability.

Participation Guidelines

The HITOC Chair will select the Chair and Vice-Chair. These individuals will serve for 1 year from the date of their confirmation or until the Panel disbands, whichever comes first. Members can continue for additional terms at the discretion of HITOC.

The HITOC Director and Panel will provide regular status updates to HITOC.

Duties of the Chair:

- Preside at all meetings of the Panel
- Coordinate meeting agendas after consultation with HITOC Director and staff
- Review all draft Panel meeting notes
- The Chair may designate, in the absence of the Vice-Chair or when expedient to Panel business, other Panel Members to perform duties related to Panel business

Duties of the Vice Chair:

- Perform all of the Chair's duties in his/her absence or inability to perform
- Perform any other duties assigned by the Chair

Duties of Panel Members:

- Attend all Panel meetings
- Provide input to strategic direction and other input as needed

Member Participation

- If a Panel Member is unable to attend a meeting in person, the Member may participate by conference telephone or Webinar. If a Member has to miss a

meeting, he or she should identify an alternate participant from the HIO to represent the HIO for that meeting only.

- Members shall inform the HITOC Director or staff with as much notice as possible if they are unable to attend a scheduled meeting, and indicate who will be attending in their place.
- The Panel will conduct its business through discussion, consensus building and informal meeting procedures. The HITOC Director may establish procedural processes as needed.
- A majority of Panel Members shall constitute a quorum for the transaction of business.
- Panel meetings will be held monthly or as needed.

Amendments

- The Panel and the affirmative vote of the HITOC may amend this Charter and Guidelines upon recommendation and confirmation.