

HITOC Panel Charter

Consumer Advisory Panel

Summary

The Consumer Advisory Panel charter is to provide strategic input to HITOC regarding ongoing consumer interests and issues. To the greatest extent practical, members will represent the geographic, ethnic, gender, racial and economic diversity of this state. The Panel will have 8-15 members with a goal of having representation from both consumer organizations and individuals.

The charter of the Consumer Advisory Panel is to:

- Review planning work in progress and provide strategic input to HITOC regarding goals for statewide HIE based on the strategic and operational plans and work of the workgroups
- Provide a consumer perspective to HITOC
- Develop recommendations for specific goals, actions and timelines for the execution of the strategic and operational plans in the area of consumer education and communications
- Assess and provide input regarding potential opportunities, risks and challenges

Membership

The Panel shall be composed of 8-15 representatives selected by HITOC based on recommendations from a HITOC Selection Panel including the Chair and Vice-Chair and at least one other HITOC member. The HITOC Director will designate staff to support the Panel. Members of the Panel will receive no compensation for their services.

Selection Process

HITOC shall develop an open application process, announcing the opportunity on the HITOC website and shall request potential applicants to respond. The HITOC Selection Panel will bring a Panel Roster to HITOC for approval. 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 15 hours per month)

Applicants shall be selected based upon relevant experience, proven managerial and collaborative abilities, availability, and to provide the broadest statewide reach possible. Additional Panel members would need to be approved by HITOC.

Participation Guidelines

The HITOC Chair will select the Chair and Vice-Chair. These individuals will serve for 2 years 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 and related subcommittees as needed
- Provide input to strategic direction
- Other input as needed

Member Participation

- If a Panel Member is unable to attend a Panel meeting in person, the Member may participate by conference telephone or Webinar.
- Members shall inform the HITOC Director or staff with as much notice as possible if they are unable to attend a scheduled meeting.

- 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 quarterly or as needed.

Amendments

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