

## **Region VIII IPP Executive Committee Charter**

### **Purpose:**

The Executive Committee provides the foundation for the RAC and the work groups by providing opportunities to discuss and problemsolve priorities, as well as identify key partners to be invited to participate with the RAC to help move the Region VIII IPP priorities forward.

- To support communication among/between states and programs
- To provide opportunities for brainstorming ways to advance the project
- To improve/support meeting agenda planning

### **Representation and Structure:**

- At least one member from each of the 6 states
- At least one member from each of the 3 disciplines
- Each of the work group chairpersons

### **Term of Office:**

- Members will serve a minimum of one 3-year term, which follows the 3-year Regional Plan cycle.
- Members may serve more than one term, as long as the terms are non-consecutive.

### **Roles and Tasks:**

- Conduct regular (typically quarterly) conference calls
  - May include presentations from their fellow RAC members (potentially a work group chairperson or other) in order to promote communication, brainstorming, and cross-pollination of ideas and feedback. JSI assists in identifying topics from:
    - Successes from completed activities
    - Activities that need further guidance
- Help plan RAC meetings
- Help guide Regional Plan objectives
- Identify and support process for orienting new RAC members, such as:
  - Welcome email to new member with orientation materials (sent by JSI); and/or
  - Online meeting between JSI IPP staff, new member, current member (if possible), and 1-2 other Executive Committee members (should be same program as new member), with the goal of reviewing the IPP website and orientation materials (initiated by JSI); and
  - Identifying additional resources for the new member, such as the person they are replacing and/or their supervisor, as well as the designated Executive Committee member(s)