



Fox Valley Health Care Alliance (FVHCA) Organizational Guidelines

The Fox Valley Healthcare Alliance is a subcommittee of the Fox Valley Workforce Development Board. It exists to ensure an abundant supply of healthcare workers in our region now and in the future by working collaboratively with all stakeholders. Members of FVHCA include healthcare and education industry partners. Please see www.fvhca.org for service area, membership directory, and meeting times/dates.

Membership Structure: The FVHCA has an Executive Committee as well as a full group meeting structure. Anyone is welcome to attend regular full group meetings while the Executive Committee members are nominated by an Executive Committee member and approved by the Co-Chairs of the FVHCA with Executive Committee input.

The Executive Committee: The Executive Committee serves as the decision making body of the FVHCA. The committee shall be comprised of at least one person from the active membership list who is committed to attend Executive and regular group meetings. If the designated representative is not able to attend, he or she shall identify an alternate person who can attend if at all possible. The Executive Committee shall meet at least quarterly, but more often as necessary. Members agree to communicate within their own organization regarding FVHCA decisions made or projects requiring their involvement. Executive committee members will also identify and mentor individuals within their organizations who should be included in projects or serve on subcommittees.

Chairperson & Chairperson Elect: The Chair and Chair Elect positions are elected positions of the FVHCA. Nominations will be suggested when appropriate. Appointments will be a year commitment with the option of a second year term as approved by the Executive committee for service through December 31 of the second year. After the Chair's term has ended, the Chair Elect will move into the Chair position and the Chair Elect position will be open for nominations. (Please note: the chair position may be shared by two individuals who will work as a team. The Chair Elect position may also do the same).

Please note: at no one time can the Chair and Chair Elect position representative be from the same industry. There must be an Education representative and a Healthcare representative in each of the positions.

Meeting Ground Rules:

1. Meetings begin and end on time.
2. When unable to attend a meeting, members are responsible to:
 - Notify current co-chairs no less than 48 hours prior to any meeting that they will not attend, or send the name of an alternate representative.
 - Read the meeting notes.
 - Complete assignments in a timely manner.
 - Check with another alliance member for clarification when needed .
3. Members demonstrate commitment to the FVHCA through:
 - Regular meeting attendance
 - Completion of alliance assignments

