

Northwest Community EMS System Advisory Board Charter - 2012

I. **Composition and members**

- A. The NWC EMSS Advisory Board was established in 1979. It was the goal of the founders to create a board representing each of the System's constituent groups in order to reflect a diversity of opinion and viewpoints.
- B. Charter Board members were appointed by EMS staff in recognition for their leadership roles in the early System. Subsequent Board members have either been selected by their peers or appointed through a self-nomination/Board recommendation/EMS MD approval process.
- C. Board membership has expanded over the years to give additional votes to non-officer paramedics as their numbers increased, a paramedic officer position, and liaisons to standing System Committees. See Advisory Board bylaws for member selection/approval process.

II. **Board charges/issues to bring to the Board**

Board members shall:

- A. participate in creating/amending the System Mission/Vision/Values statements.
- B. participate in creating/amending the System Strategic Plan.
- C. recommend language for System policies.
- D. serve as the launching ground for new system initiatives.
- E. gather information from local, areawide, state, and national sources to keep the NWC EMSS abreast of new developments as they occur.
- F. help to position the system in a proactive rather than reactive posture.
- G. serve as a forum for creative, innovative thought where proposals are discussed and debated from each constituent's perspective prior to recommending a course of action.
- H. serve as the advisory board for EMS educational programs affiliated with Harper College.
- I. canvas each constituent group for their thoughts and opinions on matters of known disagreement. Provide the EMS MD with recommendations that reflect "the will of the people", rather than the opinion of a select few. In so doing, each component of the system is offered a voice and no one group is allowed to dominate.

III. **Individual committee member responsibilities**

- A. Become familiar with the EMS Act and Rules/Regulations and current issues facing EMS Systems/providers in order to make informed decisions/recommendations.
- B. Share information on Board activities with their EMS constituent colleagues.
- C. Serve as a communication liaison between the System and their EMS constituents with respect to System practice/policies.

IV. **Boundaries**

- A. The Advisory Board shall establish By-laws using the tenets of this charter to give direction and process to its function.
- B. All sensitive or protected information discussed at meetings is to be held strictly confidential.
- C. Representatives shall not bring issues to the board that are agency-specific and could create labor/union conflicts within theirs or another EMS Provider agency.
- D. Final policy approval/implementation is contingent upon approval by EMS MD. Approval of policies that financially impact providers/hospitals is contingent upon approval by Chiefs/Hospital Administrators and the EMS MD.

V. **Meetings**

- A. The Board meets on the third Thursday of odd numbered months at 9:00 AM in rooms TBA
- B. Meeting facilitator: Advisory Board chairman (Vice chair in his or her absence)
- C. Meeting secretary: Elected by the Board
- Minute posting: By chair, secretary, or NWC EMSS office
- D. Room scheduling: EMS Administrative Secretary
- E. Food & Bev. req.: EMS Administrative Secretary