



Michigan Community Health Worker Alliance (MiCHWA)

WORKING GROUP LEADER GUIDELINES

Minimum 2 year commitment

Responsibilities

- **Attend** all working group meetings
- **Work** with the MiCHWA Project Coordinator on meeting agendas prior to meetings
- **Facilitate** conference call meetings
- **Assist** with projects or follow-up items from group meetings, when necessary
- **Take initiative** to build relationships with group members, when possible
- **Provide** feedback on group activities and materials to volunteers, group members, and the MiCHWA Project Coordinator
- **Join** the Steering Committee, and become an active Steering Committee member (see Steering Committee Guidelines for more)

Approximate Time Commitment

- **Working Group Time:** 2-3 hours/month
- **Steering Committee Time:** 2-3 hours/month (if an in-person meeting month, 6 hours)



Michigan Community Health Worker Alliance (MiCHWA)

WORKING GROUP MEMBERSHIP GUIDELINES

Minimum 1 year commitment

Criteria for membership

- **Support** community health worker practice as an individual on behalf of your agency
- **Attend** at least half of your working group's monthly meetings in person and/or via conference call within any given 6-month period or send a substitute in your place
- **Coordinate** with your agency or organization when endorsements, informal sponsorship of MiCHWA events, or other support is needed by MiCHWA of your larger organizational body

Additional Responsibilities

- **Keep up-to-date** with your working group's activities via e-mail and/or by checking in with the MiCHWA project coordinator
- **Respond** within the stated timeline when possible to e-mail requests for feedback on documents, agendas, meeting minutes, dates, or other items
- **Read** distributed materials in advance of meetings



Michigan Community Health Worker Alliance (MiCHWA)

STEERING COMMITTEE MEMBERSHIP GUIDELINES

Minimum 2 year commitment

Criteria for membership

- **Support** MiCHWA's mission statement, goals, and guiding principles and be willing to partner with other members toward activities that support them
- **Support** community health worker practice as an individual on behalf of your agency
- **Attend** at least half of monthly Steering Committee meetings in person and/or via conference call within any given 6-month period or send a substitute in your place
- **Volunteer** for at least one subcommittee or ad-hoc group per year if not co-leading a working group or other committee within MiCHWA
- **Coordinate** with your agency or organization when endorsements, informal sponsorship of MiCHWA events, or other support is needed by MiCHWA of your larger organizational body
- **Collaborate** with other Steering Committee members and with your agency or organization as a way to foster open communication among stakeholders statewide

Additional Responsibilities

- **Keep up-to-date** with Steering Committee activities via e-mail and/or by checking in with the MiCHWA project coordinator
- **Respond** within the stated timeline when possible to e-mail requests for feedback on documents, agendas, meeting minutes, dates, or other items
- **Read** distributed materials in advance of meetings
- **RSVP** for meetings to the project coordinator