

**STATEWIDE HEALTH OCCUPATIONS  
ADVISORY COMMITTEE  
BYLAWS**

1. Committee meetings are open to the general public. Those persons interested in Statewide Health Activities are welcome to attend. Meeting times and dates will be posted on the California Community Colleges Health Occupations web page at <http://ca-hwi.org/>.
2. The committee will be comprised of voting and non-voting members with a minimum of twelve and maximum of twenty- five voting members. (Only voting members will be eligible for reimbursement of travel expenses as approved by the California Community Colleges Chancellor's Office specialist.) Voting members may include representatives from the California Community Colleges, labor, related government agencies, and health care business and industry as approved by the California Community Colleges Chancellor's Office (CCCCO).
3. Committee membership requirements include:
  - Attendance at Statewide Health Occupations Advisory Committee meetings;
  - Active service in carrying out the goals and activities of the committee's strategic and annual plans; and
  - Dissemination of information from statewide committee meetings to colleges and business and industry.
4. Appointment of Committee Members
  - Faculty.

All nominations for faculty membership will be obtained via a request from the CCCCCO specialist to the State Academic Senate.
  - Secondary, Regional Occupational Centers/Programs (ROC/P) and adult school.

The corresponding consultant in the California Department of Education should be aware of the individual who is representative of this category.
  - Business/Industry representatives, to include governmental appointees.

The Regional Health Occupations Resource Center directors, committee members, and the Health Care Initiative Director may nominate members.

The committee chair, co-chair, and the CCCCCO specialist will have responsibility for soliciting and selecting these individuals.
  - Health Care Related Associations (trade, professional, etc.).

The appropriate associations should nominate these individuals.

- Other.  
All other committee members not covered in the above categories may be selected by the committee chair, co-chair, and CCCCCO specialist.

#### 5. Letters of appointment.

- The Vice Chancellor of Educational Services of the California Community College Chancellor's Office will sign the formal letters of appointment with a copy to the committee chair, co-chair, and specialist.
- The first letter to a new member describing the specific details of the committee will be signed jointly by the committee co-chair and CCCCCO specialist.
- All informal letters of inquiry, nomination, etc. will be prepared and signed jointly by the committee co-chair.
- The Vice Chancellor of Educational Services of the California Community College Chancellor's Office will sign the formal document of appreciation.

#### 6. Terms of Appointment

- The committee membership term will be for two years with the opportunity for reappointment to additional terms.
- Absence from two consecutive meetings may result in the member being replaced. However, if a committee member is going to be absent, that member may send an appropriate replacement with the approval of the chair or co-chair.
- Annually at the May meeting, the committee will review the entire committee membership.
- Removal from the committee requires an official vote of the committee.
- The dismissal letter is a joint letter from the committee chair and/or co-chair and the CCCCCO specialist.

#### 7. Committee Meetings.

- Committee will meet a minimum of twice per fiscal year.

#### 8. Leadership Roles and Responsibilities.

- The committee will have a chair who is elected, by the advisory committee at the last meeting of the fiscal year, from business and industry representatives.
- The committee will have a co-chair who is the statewide health care initiative director or a community college educator as directed by the Chancellor's Office.

- Term of office of Chair is two years.
- Elections will be held at the last meeting of the fiscal year, which coincides with the end of the term of the current chair.
- The newly elected chair will take office at the beginning of the next fiscal year.

#### 9. Duties of Chair

- Preside over Statewide Health Occupations Advisory Committee meetings.
- Work closely with the co-chair and assumes responsibility for some of the duties outlined in the co-chair's job description, as requested by the co-chair.
- Work with co-chair and CCCCCO specialist to develop the meeting agendas.
- Appoint sub committees as needed.
- Attend meetings/represent committee as requested by co-chair and/or CCCCCO specialist.

#### 10. Duties of Co-Chair.

- Stand in for chair as needed.
- Work with chair and CCCCCO specialist to develop the meeting agendas.
- Attend and report at meetings as requested.
- Prepare annual funding proposals and the Health Care yearly workplan.
- Participate in ED>Net Strategic planning activities as appropriate.
- Act as liaison or appoint liaison to the Statewide Academic Senate.
- Act as liaison or appoint liaison to CCCAOE.
- Make presentations as called upon.
- Receive reports from Health Care subcommittees and make recommendations where appropriate.
- Annually update committee membership and implement membership recruitment.
- Oversee grant funds allocated to committee activities and prepare quarterly grant reports.
- Coordinates with other ED>Net Initiatives as appropriate.
- Work with committee chair and CCCCCO specialist in soliciting business and industry committee members as well as other appropriate representatives.
- Make all necessary committee meeting arrangements, i.e. location, transportation, food, lodging, etc.
- Prepare and send out meeting notices.
- Take minutes during committee meetings and distribute to committee members in a timely fashion.
- Manage all fiscal transactions, and submit expense reimbursements.
- Prepare quarterly reports.
- Prepare the end-of-the year report with assistance from the committee chair and CCCCCO specialist.

## 11. Leadership Criteria – Chair

- Be employed in a health care organization for at least two years.
- Have completed a minimum of one year's service on the statewide committee.
- Commit to attend all statewide committee meetings during term as chair.
- Commit to spend an average of 8 hours per month on the duties of the position.
- Obtain top management support from his/her organization for the time and resources to fulfill the requirements of the position.

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