

CONSUMER ADVISORY COMMITTEE CHARTER

Committee meetings are open to the public.

Roles and Responsibilities

Chair Roles:

- Serve as the principal liaison between the committee and the backbone organization;
- Work with backbone organization staff to set an agenda for each committee meeting;
- Ensure complete handouts and reports are prepared and sent to committee members in advance of meetings;
- Lead committee meetings;
- Will also serve as a member of the CPAA Support Team.

Member Roles:

Members shall:

- Make best efforts to attend all committee meetings and actively participate in committee meetings;
- Provide timely review of and feedback on documents and work products;
- Participate in transparent decision making;
- Communicate CPAA updates to and solicit input from the broader community of individuals with lived experiences of health disparities; and
- Engage with local and state consumer advocacy organizations to leverage resources.

Decision Making

Whenever possible, the Committee will make decisions by consensus in order to promote alignment and build support across disparate persons and communities with lived experiences of health disparities. If this should not be feasible, the Committee will make decisions by simple majority vote.

Conflicts of Interest

The Committee will follow CPAA's Conflict of Interest policy.

Reporting and Recording

Committee recommendations and key decisions will be recorded in meeting minutes and distributed to the CPAA Support Team, Council, and Board for consideration.

Charter Changes

This charter will be reviewed by the consumer advisory committee upon the committee's formation as their first function. The CPAA Council may change this charter as needed. As a best practice, the CPAA Council will review this charter annually.

Adopted: August 10, 2017

Amended: _____