

Regional Health Council Roles and Responsibilities - current version 2/24/2020

Position	Function	Roles and Responsibilities	Membership
Community Members	People who use their understanding of mental health and their community to improve decision-making, take action, and provide both support and accountability	<p>Content Expert Role</p> <ul style="list-style-type: none"> Share their knowledge and experience of mental health issues and/or community preferences, needs, and concerns to ground and enhance decision-making with the Regional CHIP <p>Active Participant Role</p> <ul style="list-style-type: none"> Join the Champion Group or an Action Team to provide the wisdom, time, and energy necessary for successful implementation 	<ul style="list-style-type: none"> Residents of Cass, Douglas, Pottawattamie and Sarpy Counties (especially members of the Champion Group or Action Teams)
Champion Group	Group of regional leaders who push for progress in mental health outcomes and the success of the Regional CHIP	<p>Champion Role</p> <ul style="list-style-type: none"> Establish mental health (and future CHIP issues) as high priorities across the region by demonstrating ongoing visible support to the Regional CHIP Lead by example regarding the transformational change brought about by the CHIP by making adjustments within their own responsibility areas Provide guidance to the Regional Health Council including approving the Regional CHIP initiatives' goals, strategies, and outcome measures Monitor progress of outcome measures toward goals and confirm successful delivery and sign-off at the Regional CHIP closure (2022) <p>Path Clearing Role</p> <ul style="list-style-type: none"> Guard the viability of the Regional CHIP vision by helping the Regional Health Council to identify and manage key strategic and political risks Interface with community stakeholders to ensure ongoing support and success of the CHIP when barriers arise 	<ul style="list-style-type: none"> Douglas Co. = 3 Spots + 2 Resident = 5 Douglas Co. Director Sarpy/Cass = 2 spots + 2 Resident = 4 Sarpy/Cass Director Pott. = 1 spot + 2 Resident = 3 Pottawattamie Director Local CHIP County Chairs (could be contained above) The Wellbeing Partners Director of Community Health and Wellbeing The Wellbeing Partners Community Organizer Open Spots could include business owners, CEOs, other partners, etc
Regional Health Council (Core Team)	Public health and public sector/nonprofit organizations responsible for overseeing the effective	<p>Governance & Strategic Planning Role</p> <ul style="list-style-type: none"> Define and implement the Regional CHIP governance structure including incorporating community engagement within decision-making processes Plan the overall Regional CHIP activities including identifying capacity gaps and implementation 	<ul style="list-style-type: none"> Health departments (Douglas, Sarpy/Cass, Pottawattamie) The Wellbeing Partners Other advisors – UWM, UNMC, MAPA

	<p>delivery of the Regional CHIP's activities</p>	<p>challenges and creating plans to address them, approving policy and communication agendas, and seeking funding/budget management</p> <ul style="list-style-type: none"> Monitoring the progress and impact of the Regional CHIP including defining and tracking key outcome measures and performance indicators <p>Staffing Role</p> <ul style="list-style-type: none"> Coordinate with other projects, coalitions, and partner organizations in the same field to maintain a full understanding of the current landscape of local and regional activities, and aligning their work to the Common Agenda as part of the Champion Group and Action Team processes when appropriate Communicate the objectives of the initiative to the broader community including managing stakeholders' communication specific to the Regional CHIP work and serve as first point of contact/official representative for the public, media, and policymakers 	
<p>Regional Convener</p>	<p>Organization responsible for ensuring project/initiatives moves forward collaboratively at a regional scale</p>	<p>Regional Facilitator and Process Expert Role</p> <ul style="list-style-type: none"> Plan and manage logistics of region specific community events and meetings across the entire region Ensure alignment of activity and improved communication through all levels of the Regional CHIP structure by hosting and facilitating ongoing conference calls and in-person meetings as well as regular email updates <p>Project Management Role</p> <ul style="list-style-type: none"> Manage the development of regional project plans, schedules, and budgets while coordinating project stakeholders to successfully achieve regional impact In conjunction with region partners, facilitate communication to the broader community by developing web, social media, and press strategy as well as communication materials including summary documents, brochures, FAQs, etc. Provide administrative support and program documentation to the collaboration including managing 	<p>The Wellbeing Partners</p>

		the creation of yearly summary reports of progress for stakeholders and external audiences	
Action Learning Teams	Group of "worker bees" involved in the implementation of projects and initiatives who meet to share, collaborate, ask for help, and inform RHC. Includes partner-led, resident-led, and RHC-led projects	<p>Implementation Role</p> <ul style="list-style-type: none"> ● Implement Action Team projects including identifying key gaps and solutions and coordinating collective responses to solve common issues and improve collaboration ● Track success on strategies & objectives ● Communicate progress on overall Regional CHIP and Action Team activities to Convener and other Action Teams. 	Organizations, such as Project Harmony, Legal Aid of Nebraska; Community Members