

Draft Recommendation
Office of Health Strategy
Consumer Advisory Board
Governance Workgroup

Term of Service: 3 months (April-June 2019)

Meeting Frequency: 2-4 meetings total over the course of 3 months

Meeting Format: In-person and/or teleconference (including Zoom or Go-To-Meeting formats)*

Maximum Hours of Commitment: 10 hours (includes meeting preparation and time)

Requested Number of Volunteers: 5

Proposed Recommendation

The OHS Consumer Advisory Board (CAB) will form a workgroup organized to design the governance structure for the CAB. This workgroup will discuss and provide recommendations to the full board regarding the following (this list is not exhaustive):

- Board Structure
- Decision-Making Process and Authority
- Leadership
 - Type of Leadership
 - Requirements
 - Terms
 - Length of Service
 - Selection of Officers
- Membership
 - Requirements
 - Elections
 - Terms
 - Length of Service
 - Expectations of Service (including attendance)
 - Responsibilities
 - Onboarding Process
- Committees
 - Type (e.g. Membership, Governance, etc.)
 - Size
 - Terms
 - Length of Service
 - Expectations of Service (including attendance)
 - Responsibilities
 - Frequency of Meetings

*Any in person meetings will have refreshments