

PH-Doc Enhancement Committee  
Co-Chair Responsibilities

**1. Facilitate all PH-Doc Enhancement Committee meetings** – using modified Robert’s Rules.

At the beginning of the Enhancement Committee meeting confirm that the minute taker is in attendance.

Assure attendance is taken. Use the signup sheet from RSVP, provided by PHDoc Support.

**2. Meeting Agenda/Minutes – Monthly** –

Co-Chairs will proof minutes sent from minute taker. (Co-Chairs should receive the minutes the week following the meeting.) Make necessary changes and then send them to Mary Thompson, [Mary.Thompson@avenuinsights.com](mailto:Mary.Thompson@avenuinsights.com) at Avenu for review. Mary will send the minutes back to the Co-Chair with any necessary changes.

At least 15 business days before the meeting create and send a draft of the current month’s meeting **Agenda** to Mary Thompson, at Avenu for review.

No later than 10 business days before the meeting, email last month’s Minutes with attendance report and current months **Agenda**, in PDF format to MnCCC, [Darci@mnccc.org](mailto:Darci@mnccc.org). Ask that it be posted to RSVP for CHS Enhancement Committee meeting, give meeting date.

The Monday before the meeting send a reminder email, with Minutes form in word format and the Minutes Process, to County responsible to be Minute taker.

Take part in monthly Project Manager conference call, prior to the Enhancement Committee meeting.

**3. Monthly Advisory Committee conference call** - usually the Monday before the PHDoc User Group Meeting.

**4. Enhancement Committee Report for User Group Meeting – Quarterly**

Usually meets the 4<sup>th</sup> Friday of January, April, July & October

Create a summary of each Enhancement Committee monthly meetings for the PH-Doc User Group meeting. Send to [Darci@mnccc.org](mailto:Darci@mnccc.org) for posting, at least one week before PH-Doc User Group meeting.

- 5. Update Enhancement Committee Meeting Dates/Minute Schedule – Annually**  
Meetings are the 3<sup>rd</sup> Friday each month. The minute taker rotation is alphabetical, started at the end of the alphabet. Start the new year with anyone who didn't do the minutes on their scheduled month from the previous year. Then continue with the backwards alphabetical rotation. Send new listing to [Darci@mnccc.org](mailto:Darci@mnccc.org) for posting. Ask her to post to RSVP and to the MnCCC website.
- 6. Update Enhancement Committee Chair Schedule – As needed**
- 7. Review templates and process on MnCCC website – Annually**  
Darci – Agenda, minutes, posting to calendars  
Mike – Annual wish list survey distribution and compilation, changes to web site  
Lisa – Changes to the website, guidance on by-laws, provide advice and directions in many areas.
- 8. Wish List Survey – Annually**  
A Wish List Survey is completed annually to provide feedback to the enhancement Committee for future programming for PH-Doc.
- 9. Original Documents**  
All original documents are available from prior co-chairs or Mary at Avenu.
- 10. Any additional duties as needed for the PH-Doc Enhancement Committee.**

Update June, 2019