

**FINAL DRAFT**  
**NC AHEC Directors Charter**

**Purpose**

The purpose of the NC AHEC Directors group is to identify challenges and opportunities and to develop and deploy consensus actions to be taken by the NC AHEC Program to accomplish its mission and vision.

The NC AHEC Directors is the primary leadership group of the NC AHEC Program. This group focuses on defining the goals of the Program and the Strategic Planning and related actions to accomplish those goals. This group works with the Operations (OPS) Team to carry out the decisions. This group also focuses on areas where statewide alignment is needed to accomplish the AHEC mission or other work. This is the forum in which policies or practices that impede the successful operation of the NC AHEC Program as a system or create misalignment within the system and the Regional AHECs are resolved.

**Members**

The NC AHEC Directors group will include the NC AHEC Program Director and the Regional AHEC Directors.

The NC AHEC Program Director will serve as a Co-Chair and provide overall guidance for the NC AHEC Directors. A Regional AHEC Director will serve as Co-Chair with the NC AHEC Program Director and will collaborate to set meeting agendas and provide oversight into the regional issues.

- The Regional AHEC Director Co-Chair shall serve for two years.
- The Co-Chairs may invite the OPS Team Chair, any other AHEC personnel, and any external guest to the AHEC Directors meetings, as appropriate.

**Directional Guidance**

The NC AHEC Program Director shall provide directional guidance with support from the Co-chair.

Responsibilities of this role include:

- Prepares the agenda and moderates the monthly virtual meetings and the quarterly face-to-face/virtual meetings of the NC AHEC Directors.

- Maintains contact information and attendance records for members of the NC AHEC Directors.
- Captures and distributes minutes including any action items from the quarterly face-to-face/virtual meetings.
- Facilitates the identification, operations and evaluation of necessary task force members or other sub-groups and assures sub-groups are efficiently completing assigned tasks and are staying on track.
- Facilitates discussion and obtains advice from the NC AHEC Directors group when decisions must be made.

## **Duties**

The NC AHEC Directors group is charged to:

- Represent and lead the NC AHEC Program as the AHEC Director for each region and the state.
- Plan, develop, prioritize, and assess progress toward accomplishment of goals of the NC AHEC Program focusing on recruiting, training, and retaining the health workforce through educational programs and services in North Carolina, with a reasonable and feasible plan of action to meet those goals. This includes approving the framework for the documentation of AHEC Program work through the Regions (e.g., Operating Contracts, Annual Work Statements, Strategic Plan).
- Establish an environment of interdependence, inclusion, trust, and support for members to participate in an open, collaborative manner. All AHEC Directors will have equal status and voice in all actions and decisions.
- Provide a forum to share successes and best practices/activities, to identify and respond to opportunities for improvement and alignment for all AHEC services and operations.
- Address and develop solutions for issues that impede or have the potential to impede the successful operations of the NC AHEC Program or one or more AHEC Regions. The OPS team in collaboration with the AHEC Directors will propose policies and processes to deploy the solutions.
- Work collaboratively to identify and implement statewide programs that will include all regions (or specific regions if more appropriate).
- Develop ideas and practices that will strengthen the NC AHEC Program brand while continually supporting each region. The OPS team in collaboration with the AHEC Directors will propose policies and processes to deploy the ideas and best practices.
- Identify areas for study or for which recommendation actions are needed to further the AHEC Program mission and establish task forces, working groups or

- other bodies to conduct that work.
- Discuss and approve recommended policies, procedures, and frameworks of best practice to govern the educational programs and services offered by all Regional AHEC Centers as recommended by the Program Office, Task Forces, the Operations Team, other AHEC working groups or as developed organically by the AHEC Directors and assure implementation in the regions as appropriate.
- Provide insight and recommendations for current and future efforts towards building a stronger, more visible, and mission-effective NC AHEC Program.

## **Member Responsibilities / Expectations**

- Members of the NC AHEC Directors group will be committed to the purpose of the group described in the Charter.
- Members participating in any AHEC Directors meeting have a fiduciary duty to the NC AHEC Program and as such will participate solely to benefit the NC AHEC Program. Any member having a conflict of interest shall clearly state that conflict and shall recuse himself or herself from any discussion or decision related to the conflict of interest.
- Members will identify agenda items to be considered during meetings including any items important for other members to be aware of or items for which a decision or broader input is required.
- Members will be present during the meetings and will express relevant opinions on agenda items.
- Members will commit to implement decisions made by NC AHEC Directors or to expressly state their intention not to do so and, when possible, offer a satisfactory alternative to the decision to be implemented.
- All discussions of the AHEC Directors group are considered confidential unless the group agrees the information should be shared and with whom it will be shared. Unless otherwise specified, all written materials provided in advance of, during, or after a meeting (including the minutes) are NOT confidential and may be shared.
- The NC AHEC Directors group requires the participation of all members. Participation, especially in the quarterly meetings, is a core responsibility of the members. The Regional AHEC Directors are expected to attend the scheduled meetings and shall make every effort to attend any ad hoc meeting called by the NC AHEC Director.
  - In the event that a Regional AHEC Director cannot attend a meeting, he/she shall inform the NC AHEC Program Director.
  - The Regional AHEC Director will identify a team member from the

Regional AHEC leadership team to attend and authorize that team member to commit to actions adopted by the AHEC Directors during the meeting.

- Additional regional AHEC leadership representation requires approval by the Co-Chairs, as appropriate.

## Meetings

The NC AHEC Director meetings are:

- Monthly virtual meetings will be no more than 60 minutes. This virtual meeting occurs at 4:00 pm on the first Tuesday of each month. The OPS team members will be invited to these informational meetings.
- Annual planning face-to-face/virtual meetings to occur in February, May, August, and November of each year at a date, time, and location chosen by the co-chairs.
- Face-to-Face and virtual meetings will be rotated as follows:
  - February | Face-to-Face
  - May | Virtual
  - August | Face-to-Face
  - November | Virtual
- The quarterly meetings will be AHEC Director only unless others need to be invited, as appropriate.
- The Co-Chairs may call AHEC Directors' ad hoc meetings as needed. The Co-Chairs will provide as much advance notice as possible.

## Review

This charter shall be reviewed and, if appropriate, updated biannually or sooner if needed, under the guidance and direction of the Co-Chairs.

Original Charter Created: January 13, 2021  
Revised and Approved: **June 2023**