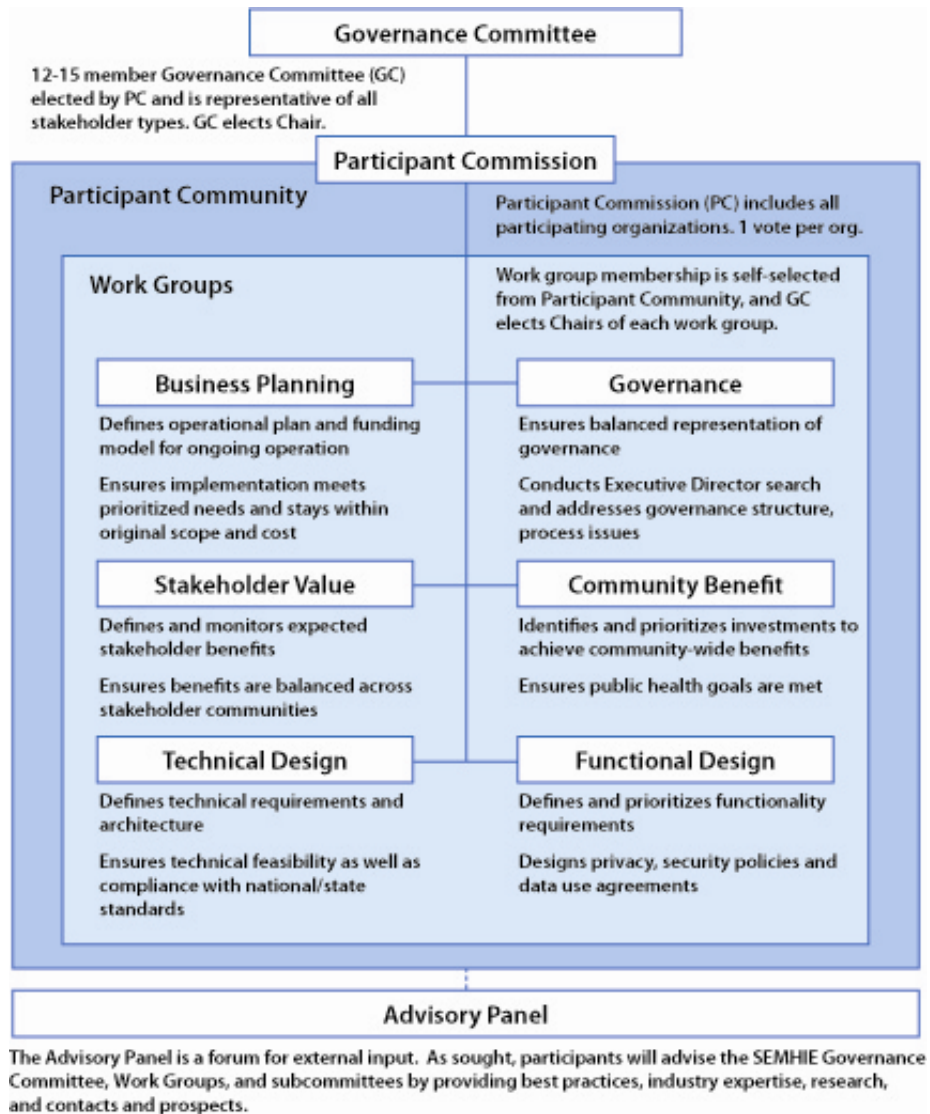


SEMHIIE WORK GROUP TRUST FRAMEWORK

The following documentation exists to establish a trust framework to guide activities and communications between the SEMHIIE Governance Committee*, the Participant Commission and the various Work Groups.



RESPONSIBILITIES OF WORK GROUP CHAIRS

The responsibilities of work group chairs are:

- To make SEMHIIE activities an important part of your professional responsibilities
- To develop a work plan and schedule to meet your work group's areas of responsibility in the SEMHIIE Work Breakdown Structure
- To establish a work group meeting schedule and plan agendas

* Until such time as the official Governance Committee is elected the Initial Governance Committee serves in this role

- Ensure communication and collaboration with the Governance Committee and other work groups; including submission of SEMHIE Work Group Monthly Progress Report (detailed below)
- Be familiar with SEMHIE documentation (Proposal to the State of Michigan, current Work Breakdown Structure, Operating Rules), State of Michigan efforts and expectations, other work group responsibilities and previous work relevant to current responsibilities
- On-board new work group members efficiently in order for them to be productive as quickly as possible
- Make assignments to members and follow through to see that they are completed
- Involve members of the work group in decision making and projects – striving for consensus when possible
- Consistently ensure that the group adheres to the SEMHIE Operating Rules; works within the SEMHIE Work Breakdown Structure and the scope of the specific group’s objectives (per the work group charter); and carries out its objectives within the approved budget
- Ensure input from all members is valued – incumbent and new participants alike. All participants should understand this commitment to respectful communication.
- Engage with the MiHIN Resource Center as appropriate
- Respond to requests for assistance from the Governance Committee

RESPONSIBILITIES OF SEMHIE WORK GROUP MEMBERS

By agreeing to serve within the SEMHIE community you are accepting the following responsibilities:

- Make SEMHIE activities an important part of your professional responsibilities
- Respond to all meeting and conference call notices promptly
- Alert the chair if you cannot attend a meeting
- Actively participate in discussions and decision making
- Complete all assignments in the agreed-upon time frame, or to alert the chair if this cannot be accomplished
- Work group members should strive to embrace decisions made by the group. Each member should stay on top of the work group’s agenda; if a member cannot attend a meeting that discusses an issue critical to him/her, that member should submit comments in writing ahead of time, send an empowered representative, or request to postpone the discussion in advance.

Please refer to the SEMHIE Participation Agreement found at: <http://www.semhie.org/howto.html>

WORK GROUPS’ RELATIONSHIP TO THE GOVERNANCE COMMITTEE

SEMHIE’s governing body is the Governance Committee. Work groups and the Governance Committee must communicate with one another to ensure progress and clear direction. Work groups are responsible for recommending policies or considering issues within their scope (see work group charters). Actions that affect SEMHIE must be approved by the Governance Committee before becoming official policy. Any contemplated project expenditures must also be approved by the Governance Committee and reviewed by Altarum.

Work groups are responsible for reporting to the Governance Committee and other work groups on a monthly basis the following:

- Previous month’s activities and whether or not these activities are on schedule
- Any barriers to accomplishing and completing activities
- Any needed assistance or additional resources in achieving the goals of the work group
- Types of meetings and frequency held during the month
- What activities are planned for the next month
- Any request for additional financial resources should be submitted in writing to the GC for consideration

The SEMHIE Work Group Monthly Progress Report is the template for work groups to use in completing their monthly reports.

ALTARUM SUBJECT-MATTER EXPERTISE

One or more Altarum representatives will serve as the subject-matter expert for each work group in order to provide expertise and direction as each work group moves forward. Altarum representative responsibilities are as follows:

- Serve as a general adviser to the work group
- Provide the group with consultation, decision briefs, policy options and budget information as needed
- Provide meeting facilitation and documentation (i.e. capturing decisions made and follow-up assignments, including the action to be taken and person responsible)
- Attend all regular group meetings and advise the chair when attendance is not possible

As Altarum's focus is on completing deliverables for SEMHIE, their support includes minimal administrative support such as agenda setting or minute taking.

CONFLICT OF INTEREST DISCLOSURE

Any member of a committee of the organization who could reasonably be expected to benefit in a direct and substantial way from the possible outcome of the committee action under discussion must disclose each time it is discussed that he/she has such an interest and abstain from discussion and voting on any motion affecting that interest. Conflicts of interest will be reviewed and considered by both the respective work group chair and the Governance Committee chair, with timely and appropriate follow up.

Please refer to the Conflict of Interest Disclosure form found at: <http://www.semhie.org/howto.html>