

<b>Southeast Michigan Health Information Exchange</b>	<b>Version</b>	FINAL
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## **Governance Work Group (GWG) Charter**

<b>Work Group</b>	Governance
<b>Focus</b>	Support the overall SEMHIE mission, vision and objectives by ensuring balanced representation of governance among stakeholders
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Conducts Executive Director search and addresses governance, structure and process issues</li> </ul>
<b>Deliverables</b>	<p>From Work Breakdown Structure:</p> <p><u>Individual Activity #</u></p> <ol style="list-style-type: none"> <li>1 Finalize interim governance (IG) structure</li> <li>2 Finalize participation agreements</li> <li>3 Conduct participation drive</li> <li>6 Define IG processes</li> <li>7 Finalize detailed work plan</li> <li>9 Formalize planning phase organizational structure</li> <li>10 Finalize and adopt operating rules</li> <li>11 Reach out to stakeholders and build trust</li> <li>14 Draft roles and responsibility of work groups and committees</li> <li>32 Conduct Executive Director search</li> </ol> <p><u>Governance Committee-led Activities</u></p> <ol style="list-style-type: none"> <li>12 Hold kickoff and subsequent meetings with stakeholders</li> <li>23 Develop, issue, and assess RFI</li> <li>35 Launch formal organization</li> <li>37 Develop RFP</li> <li>39 Issue RFP</li> <li>40 Evaluate proposals</li> <li>41 Select phase 1 vendors</li> <li>42 Phase 1 implementation</li> </ol>
<b>Scope</b>	Support the Governance Committee (GC) activities as required to fulfill deliverables Respond to GC requests for input on achieving objectives Limit role to assure appropriate functioning of GC Interact with other work groups as requested or directed by GC
<b>Assumptions</b>	<p>Each member of the GWG will adhere to the SEMHIE Operating Rules as defined and will provide regular progress reports to the GC as required.</p> <p>Each work group member will agree to comply with the following requirements:</p> <ol style="list-style-type: none"> <li>1. To abide by the standards of conduct defined by the GC</li> <li>2. To direct the work group's efforts toward achieving the goals and objectives defined by the GC and SEMHIE Work Breakdown Structure</li> <li>3. To review all meeting materials in advance of each meeting, when these materials are provided in accordance with established timelines</li> <li>4. To attend all scheduled meetings of the work group in person or via teleconference, except in cases of unforeseen or unavoidable schedule conflicts</li> </ol>
<b>Risks</b>	Lack of achieving the work group's goals and objectives in a timely fashion, as defined by the GC, would be a detriment to the project as a whole. This circumstance may require changes in work group composition, leadership, or both, at the direction of the GC.

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<b>Boundaries</b>	The Governance Work Group serves a different role from the Governance Committee, and should therefore not assume oversight of the project beyond its defined role.	
<b>Stakeholders</b>	The GWG will require a diverse set of stakeholders that broadly but authoritatively represent the Southeast Michigan community. Participants will comprise a broad representation of stakeholders from all categories, with no more than one individual from any single organization serving on the committee at one time.	
<b>How the Work Group will Function</b>	Working at the direction of the GC, the GWG will consist of members that will elect a Chair and other officers as necessary. The Chair shall prepare the agenda for all meetings, which shall include, but not be limited to the following: the date, time, place, and topics to be discussed. The work group will refer to the SEMHIE Operating Rules and will use Robert's Rules of Order, Newly Revised, to make any administrative or procedural determination that is required.	
<b>Decision Making Process</b>	The GWG shall conduct business in line with Article IV of the SEMHIE Operating Rules entitled Governance Committee Meetings.	
<b>Documentation</b>	To be coordinated with Altarum.	
<b>Signatures</b>	We will ask work group members to sign an agreed-upon final version of this charter	