

Asian American Health Initiative Steering Committee

The Asian American Health Initiative (AAHI) Steering Committee comprises a professionally and ethnically diverse group of stakeholders from the local community who advocate, advise, and assist AAHI with its efforts to achieve health parity in Montgomery County. The dedicated members of the Committee provide a wealth of expertise and intimate knowledge of their respective communities. AAHI is currently recruiting new members who can actively support the organization to achieve its mission and goals.

Membership in Steering Committee:

Members of the AAHI Steering Committee are public health experts, community leaders, researchers, County residents, representatives of Asian American organizations, and employees of Montgomery County who serve the local Asian American community, either directly or indirectly. The Steering Committee also includes individuals with particular expertise or experience that has been identified as valuable to the work of the Committee.

Prospective members are identified by AAHI staff or current Steering Committee members and recruited by the AAHI Program Manager. Candidates for membership may also be self-nominated. The Membership Subcommittee reviews all applications and recommends the most qualified candidates for membership. Upon recommendation, nominees must be approved by a simple majority of the voting members of the Steering Committee to gain membership. All new members are elected to serve an initial two-year term, with an option at the expiry of each term for a renewable 1-, 2-, or 3-year term, contingent on committee approval.

Duties of Steering Committee Members:

- i. Attend bimonthly meetings - 75% minimum attendance required – and an annual retreat;
- ii. Perform tasks as assigned by the Committee or Chair/Vice Chair;
- iii. Participate in a minimum of one subcommittee or workgroup;
- iv. Provide recommendations to AAHI on an advisory level.

If you are interested in membership, please fill out the application form on www.AAHIinfo.org and fax it along with your resume or CV to 240-777-4564, or email as an attachment to info@AAHIinfo.org. For more information about AAHI, visit our website at www.AAHIinfo.org.

ASIAN AMERICAN HEALTH INITIATIVE
STEERING COMMITTEE GUIDELINES

I. Definitions

1. The Department is the Montgomery County Maryland Department of Health and Human Services.
2. The Initiative is the Asian American Health Initiative, a subdivision of the Department.
3. The Steering Committee is an advisory body to the Initiative.
4. The term "Asian-Pacific American" has the same meaning for the Steering Committee that it does for the Initiative.
5. The Year is the fiscal year of the Initiative.
6. The Officers are the Chair and Vice-Chair of the Steering Committee.

II. The Steering Committee

1. Mission

The mission of the Steering Committee is to advise, assist, and advocate for the Initiative. The Steering Committee is a conduit between the Asian American community and the Department.

2. Goal of Diversity

The Steering Committee recognizes the importance of diversity. One of the factors to be considered in the selection of Members to the Steering Committee is to represent the various Asian-Pacific American subgroups in the County.

From time to time as needed, but at least once a year, the Officers of the Steering Committee will consult with the Initiative to determine whether the composition of Members of the Steering Committee can be changed to meet the diversity.

3. Types of Members

The Steering Committee has three categories of Members: Organizational, Individual, and Affiliate.

4. Organizational Members

Organizational Members are community based organizations which provide community and health services to Asian-Pacific Americans in Montgomery County. Organizational Members can send Delegates to meetings and other functions of the Initiative and Steering Committee. An Organizational Member normally maintains continuity by sending the same Delegate to these events. Organizational Members are voting members of the Steering Committee, and, through their Delegate, each entitled to one vote. Delegates are eligible to be officers of the Steering Committee.

5. Individual Members

Individual Members consist of individuals with expertise and/or histories of service to the Initiative or the Steering Committee. They do not represent community based organizations. They need not be Asian-Pacific Americans. They must live in or work in Montgomery County. They must not be employees of Montgomery County government. They are each entitled to one vote. They are eligible to be officers of the Steering Committee.

6. Affiliate Members

Affiliate Members are employees of Montgomery County (other than Initiative staff) who are interested in promoting the mission of the Initiative. They are not eligible to vote or to be Officers.

7. Initiative Program Manager

The Initiative Program Manager shall be an ex-officio member of the Steering Committee.

8. Term of Office

Organizational and Individual Members shall serve for a three-year term. If an Organizational or Individual Member becomes a member on some date other than the first date of the Year, the term will be deemed to have begun at the start of the Year.

9. Termination of Membership Status

From time to time, but at least once a year, a subcommittee named by the Officers shall review the records of Members and other relevant facts, and where appropriate shall recommend actions to the Officers, including termination of membership in the Steering Committee. Among the grounds for action (but without limitation) are prolonged absence from the events of the Initiative and the Steering Committee, demonstrated lack of interest in the activities of the Initiative or Steering Committee, changes which would have disqualified the Member from membership in the first place such as the closure of an organization's Montgomery County operations, and conduct inconsistent with the mission of the Initiative. A termination action by the Steering Committee requires a two-thirds majority of the entire voting membership.

III. Duties of Steering Committee Members

Steering Committee Members are expected: (a) to attend and actively participate in Steering Committee and Initiative functions, including Steering Committee meetings; (b) to vote on issues of policy; (c) to vote on membership issues, including the admission of new Members, and the termination of membership; (d) to vote on the selection of Chair and Vice-Chair, (e) to participate in subcommittees, (f) to support the decisions and execute the actions that shall be determined by the Steering Committee. (g) to liaise in the Asian American

communities which exist in Montgomery County and (h) to generate support for and cooperation with the activities of the Initiative.

IV. Chair and Vice-Chair

The Officers of the Steering Committee are elected for a term of two years. If either becomes an Officer on some date other than the first date of the Year, the term will be deemed to have begun at the start of that Year. Once the Officers are elected, they will continue their term regardless of whether they will continue to represent their organization. The Officers may allocate functions as between themselves and authorize others to perform their functions as required. They may appoint standing, ad hoc committees, and advisors.

V. Robert's Rules

Unless modified by these Guidelines, Robert's Rules will govern the procedure at meetings of the Steering Committee.

VI. Quorum

A quorum in any committee meeting is 50 percent of the sum of the number of Organizational and Individual Members. If that sum is odd, a quorum is calculated by subtracting 1 and then dividing by two.

VII. Amendments

These guidelines may be amended at any time by majority vote at a physical meeting or email, with 14 days notice.