

# Healthy Delaware 2010

## Participant Roles and Responsibilities (Revised, 11/99)

### Steering Committee

#### *Composition*

- Comprised of approximately 20 private and public sector leaders, community members, and experts. Includes 5 members from the Delaware Division of Public Health (DPH).
- Co-Chaired by the DPH Director and a private sector leader.
- All members have an equal say in decisions and an equal vote in the plan's adoption.

#### *Roles*

- Develop and adopt the state's 2010 plan.
- Guide a well-coordinated, sound, inclusive, and efficient process to develop the plan.
- Determine a process for selecting priority or focal areas, decide priorities, and set the parameters and format for objectives.
- Establish subcommittees, delegate tasks, and approve recommendations.
- Identify technical assistance and data needs for the Steering Committee.
- Serve as the focal point for all community input and review data needed to make decisions.
- Help secure commitments from community partners needed to implement the plan.
- Plan ways to sustain and monitor the Healthy Delaware 2010 plan throughout the decade.

#### *Member responsibilities*

- Participate in monthly or bimonthly (as scheduled) Steering Committee meetings.
- Participate in at least one subcommittee.

#### ***All participants' responsibilities***

- Contribute personal and professional experience and expertise to the group.
- Speak up for—and faithfully represent—known community, professional, or constituency perspectives when appropriate.
- Identify committee decisions that may present a conflict of interest and abstain from committee votes on these matters.

### Executive Committee

#### *Composition*

- Comprised of the Steering Committee Co-Chairs and subcommittee chairs.

#### *Roles*

- Assure the Steering Committee, subcommittees, and work groups accomplish tasks on schedule.
- Make decisions and manage details between meetings, as referred by the Steering Committee.
- Help the Co-Chairs plan an agenda and methods to accomplish group goals.
- Identify ways to improve the process and resolve problems.
- Plan an evaluation of the process.

#### *Member responsibilities*

- Participate in teleconference meetings monthly, or as needed.
- Communicate with subcommittees, staff, and others to fulfill the Executive Committee's coordination function.

### Subcommittees

#### *Composition*

- Comprised of Steering Committee members and others who have interest or expertise in the subject.
- Chaired by a Steering Committee member.

#### *Standing subcommittees and functions*

- Development—designs and oversees the planning process and work group activities
- Marketing—promoting the initiative and participation
- Sustaining the Initiative—responsible for long range plans, resource development, strategic partnerships, and incorporation of Healthy Delaware into public/private initiatives
- Evaluation—evaluating the development process and implementation of Healthy Delaware

#### *Member responsibilities*

- Participate in meetings by teleconference or in person as set by the subcommittee.

## Work Groups

### *Composition*

- Comprised of representatives of the audience groups.
- Includes at least one Steering Committee representative.
- Facilitated by an appointed facilitator.

### *Roles*

- Develop objectives, recommend strategies, and draft other components of the plan as assigned by the Steering Committee.

- Gather and review detailed information needed to develop sections of the plan.
- Help ensure the plan is a practical guide for community action.
- Identify technical assistance needs of members and communicate these to the DPH project officer or subcommittee staff.
- Make recommendations for Steering Committee approval.

### *Member responsibilities*

- Participate in meetings in person as scheduled by DPH and the Steering Committee.

# Healthy Delaware 2010 Staff Roles and Responsibilities

(Revised 11/99)

## Division of Public Health (DPH) 2010 Project Officer

Terrance Zimmerman, PhD  
*Director of Strategic Planning & Budget  
Coordination*

### *Roles*

- Lead DPH staff support to the Steering Committee.
- Link to Division of Public Health Executive Team (see roles below).
- Coordinates technical assistance requests of Public Health Foundation.
- Manages DPH resource contributions to support the 2010 process.

## Division of Public Health Executive Team

### *Composition*

- Comprised of senior Division of Public Health staff.

### *Roles*

- Coordinate technical support to the Steering Committee, including data analysis and expertise.
- Assign one DPH staff member, who is not a member of the Steering Committee, to provide technical support to each work group.
- Coordinate administrative support for the Steering Committee and fill support gaps in subcommittees or work groups.
- Publish the plan and coordinate the development of any companion documents.
- Coordinate DPH assistance in developing and carrying out the marketing plan, with input from the Steering Committee.

## Public Health Foundation

Ron Bialek, MPP, *Director*  
Stacy Baker, MSED, *Project Manager*  
Dianna Conrad, MHPE, *Project Analyst*

Staff of a national non-profit organization contracted by the Division of Public Health to assist in the development, marketing, and publication of Healthy Delaware 2010.

### *Roles*

- Provide guidance to the Steering Committee under the direction of the DPH Project Officer.
- Help identify technical tasks and helpful resources.
- Develop the Healthy Delaware 2010 marketing plan.
- Edit and prepare the plan for publication.
- Manage the time line for the 2010 project.

## Division of Public Health Support Staff

### *Roles*

- Assist the Steering Committee, subcommittee, or work group as assigned.
- Assure that members have the information they need to make decisions.
- Compile and analyze data, offer expert opinion, present options, and draft text based on group suggestions, as requested.
- Assess whether the chair or co-chair require administrative or technical assistance to prepare for each meeting.

### *Responsibilities*

- Regularly attend meetings as assigned.
- Respond to technical assistance requests and communicate additional requests to the DPH Project Officer.
- Allow members to fully discuss and vote on issues. Offer members input and information when requested or essential.