

OUTREACH COMMITTEE

Standard Operating Procedures

COMMISSIONED OFFICER ASSOCIATION
OF THE UNITED STATES PUBLIC HEALTH SERVICE



COMMISSIONED OFFICERS ASSOCIATION
OF THE U.S. PUBLIC HEALTH SERVICE

References

COA Governing Documents

- Strategic Plan
- Bylaws

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Article

I. PURPOSE

The Commissioned Officers Association (COA) of United States Public Health Service (USPHS) Outreach Committee Standard Operating Procedures (SOP) provides operational and procedural guidance for the COA's Outreach Committee.

This SOP applies to all documents created that are related to all functions within the COA Outreach Committee to establish policies, processes, records, and acceptance criteria under the auspices of the COA. This SOP does not apply to documents created by other organizations outside of the COA Outreach Committee.

II. MISSION

To encourage full participation in and enhance the benefits of COA membership for all USPHS officers in order to partner with and promote the mission of the COA in its primary support of the USPHS.

III. COMMITTEE RESPONSIBILITIES & ORGANIZATION

Section 1. Committee Responsibility

The Outreach Committee shall work with the COA Board of Directors and COA staff to seek and institute a variety of mechanisms aimed at growing and maintaining membership of active duty and retired USPHS officers with the ultimate aim of increasing the ability of COA to work on behalf of and advocate for the USPHS as a whole.

Section 2. Structure

The Outreach Committee consists of one Committee Chair (and Vice Chair if applicable) and Committee members. The Outreach Committee Chair may form permanent or ad- hoc subcommittees within, as needed.

- A. Chair: The Outreach Committee Chair (and Vice Chair if applicable) shall be currently serving on the COA Board of Directors and is to be appointed by the Chair of the COA Board of Directors. The Outreach Chair acts as a liaison between the COA Board of Directors and the COA Outreach Committee. The Outreach Committee Chair facilitates, organizes, and maintains order in meetings; advises the Outreach Committee on new and existing projects; and reviews and finalizes Committee- specific documents. The current Outreach Committee Chair may have input on the selection of the next Outreach Chair and/or Vice Chair.
- B. Committee Members: Any COA member, in good standing, is encouraged to serve on the Outreach Committee. The Outreach Committee shall strive to be diverse in the following: Agency/Operating Divisions, geographic location, rank, and active duty status. The size of the Outreach Committee

shall be adaptable to meet the Outreach Committee's mission, as determined by the Outreach Committee Chair and Vice Chair (as applicable).

- i. Recruitment of Committee members: Committee member recruitment is conducted via e-mail and word of mouth through COA and the Commissioned Officers Foundation (COF), *Frontline*, via COF Symposium recruitment as well as through local branches and individual officers.

IV. COMMITTEE PROCEDURES

Section 1. Responsibilities

The Outreach Committee Chair must keep the Committee viable and productive through aligning the meetings and projects to facilitate the mission of the Outreach Committee.

- A. The Outreach Committee Chair (Vice Chair as applicable) will have the following responsibilities:
 - i. Prepare written reports (to be included in the minutes) for Outreach Committee meetings to communicate project progress and Committee activities. Meeting minutes shall be archived on the Committee's designated page on the OnBoard webpage.
 - ii. Prepare written and verbal reports for the COA Board of Directors meetings.
 - iii. Review Committee SOP and other Committee documents (as listed in the Committee SOP) at least annually.
 - iv. Involve as many Committee members as possible in discussions by soliciting opinions and experiences.
 - v. Ensure Committee members understand expectations for assigned tasks and projects.
 - vi. Ensure individual project milestones are met, and if not, identify the cause and rectify the problem.
 - vii. Provide orientation to new Committee members to review the mission of the Committee, current projects, time and frequency of meetings, etc.
 - viii. Prepare End-of-the-year Certificates of Appreciation (see Appendix A).
 - ix. Maintain accurate records of Committee attendance.
- B. The Outreach Committee Secretary, if appointed, will have the following responsibilities. If a Committee Secretary is not appointed, the Committee Chair/Vice Chair will assume the following responsibilities:
 - i. Distribute agenda to Outreach Committee members prior to meetings.
 - ii. Prepare and distribute Outreach Committee meeting minutes.
 - iii. Maintain accurate records of Committee member attendance.
 - iv. Maintain contact information for all Committee members to include

the following:

- i. Rank
 - ii. Name
 - iii. Duty Station
 - iv. COA Member Status
 - v. COA Local Branch Affiliation
 - vi. Personal Email Address
 - vii. Work Email Address
 - viii. Phone Number
- C. Committee Members who wish to be involved with the Outreach Committee are to fulfill the following expected roles and responsibilities:
- i. Be willing and able to give the necessary time to attend meetings and perform any assigned duties.
 - ii. Actively participate in discussion and be willing to listen to and respect others' viewpoints.
 - iii. Think in terms of the welfare of the group rather than personal interests.
 - iv. Accept and follow through on assignments.

Section 2. Meetings

The Outreach Committee shall hold at least quarterly meetings where all Committee members shall report their various activities. The meetings are scheduled at the discretion of the Committee Chair (Vice Chair). The COA Outreach Committee operational year is July 1 to June 30. Meeting minutes are archived by the Outreach Committee Chair (Vice Chair) via the designated space on the OnBoard webpage.

Section 3. Certificate of Appreciation Eligibility

Committee members who wish to receive a certificate of participation in the Outreach Committee must meet attend at least half of the scheduled Committee meetings and/or report they will not be in attendance prior to the meeting date/time. Committee members must also actively participate in meetings as well as on projects and in roles to meet the overall goals of the Outreach Committee.

Appendices

Appendix A. End-of-the year Certificate of Appreciation

This certificate can be found on OnBoard in the Resources folder.



Appendix A. End-of-the Year Certificate of Appreciation