

# EXECUTIVE COMMITTEE Standard Operating Procedures

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COMMISSIONED OFFICERS ASSOCIATION  
OF THE UNITED STATES PUBLIC HEALTH SERVICE



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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 the United States Public Health Service (USPHS) Executive Committee Standard Operating Procedures (SOP) provides operational and procedural guidance for the COA's Executive Committee.

This SOP applies to all documents created that are related to all functions within the COA Executive Committee to establish policies, processes, records, and acceptance criteria under the auspices of the COA.

### II. MISSION

To execute the COA mission and objectives and provide strategic and operational leadership to COA and its Committees through facilitating decision making between board meetings.

### III. LEADERSHIP

The COA Executive Committee is comprised of the Officers of the Board including a Board Chair, Chair-Elect, Treasurer, and Immediate Past Chair. The Executive Director shall serve as a non-voting member of the Executive Committee.

#### Section 1. Board Chair

The Board Chair acts as a liaison between the COA Board of Directors and the following entities: COA Executive Director, Public Health Service (PHS) Commissioned Officers Foundation (COF), and the General Membership. The Board Chair oversees all matters related to the Board of Directors, including:

1. Facilitates, organizes, and maintains order in quarterly Board of Director meetings, reporting all business transacted to the Board of Directors at its next scheduled meeting through the Executive Committee Report.
2. Facilitates, organizes, and maintains order in bi-weekly Executive Committee meetings.
3. Appoints suitable COA Committee Chairs and Vice Chairs and ensures the COA Committee Chairs understands the expectations for assigned tasks and projects.
4. Distributes Local Branch Liaison assignments (provided through the Local Branch Committee) to Board of Directors at start of operational year.
5. Reviews and finalizes Committee-specific documents.
6. Ensures COA Committees are meeting individual project milestones and, if not, identify the cause and rectify the problem.

7. In collaboration with the Executive Director, facilitates orientation to new Board of Directors to review the mission of the Board, current projects, Committees, time and frequency of meetings, etc.
8. Meets with the PHS COF and COA Executive Director to discuss mutual concerns and issues and provide updates related to the Association. The frequency of the meetings may vary based on need.
9. Works in conjunction with the President of the COF to establish the agenda for the annual COA Board of Directors/COF Trustees Workshop.
10. Works in conjunction with the COA Executive Director on any matters of the Association as needed, provides presence and COA representation at in person or virtual events when requested.
11. Conducts communications with the members of the Association as appropriate.
12. Coordinates the Executive Committee Frontline column appearing in each issue.
13. Will disseminate a letter of appreciation to all Directors by June 30.

#### Section 2. Chair-Elect

The Chair-Elect shall act as the Board Chair in his/her absence and exercises all the rights and responsibilities granted to the Board Chair by the COA Bylaws. The Chair-Elect assists the Board Chair as needed and is responsible for the following:

1. Keeps meeting minutes of the Executive-Committee and distributes to members of the Executive Committee in a timely manner.
2. Presides over the annual COA General Meeting at the COF Symposium.
3. Annually reviews the Executive Committee SOP.
4. Annually reviews the COA Committees SOP oversees the process to complete updates annually.
5. Other appropriate duties as determined by the Board Chair.

#### Section 3. Treasurer

The COA Treasurer keeps the Board of Directors informed about COA financial matters, and maintains close contact with COA's Chief Financial Officer (CFO). The Treasurer provides oversight to ensure COA maintains a fiscally responsible budget, through the following:

1. Quarterly reviews of the financials and investments with the CFO and prepares financial report for the quarterly COA Board of Director meetings.
2. Annual reviews of the COA budget with the CFO.
3. Review the outcomes of the annual auditing of all accounts of the Association by a Certified Public Accountant and reports the results to the Board of Directors.

In the absence of the Treasurer, the Board Chair or the Chair-Elect of the Board of Directors shall act for the Treasurer.

#### Section 4. Immediate Past Board Chair

The COA Immediate Past-Board Chair is a voting member of the Executive Committee and serves in an advisory role, providing historical information and insight to the Executive Committee. The Immediate Past Board Chair is responsible for:

1. Attending Executive Committee meetings.
2. Attending Board of Director meetings.

If the Board Chair has finished his/her term as a Board Member, the Immediate Past Board Chair position will be kept vacant.

### IV. EXECUTIVE COMMITTEE PROCEDURES

#### Section 1. Meetings

The Executive Committee shall hold at least monthly meetings, as determined by the Board Chair, to discuss matters of interest to the Board of Directors. The meetings are scheduled at the discretion of the Board Chair. The COA Executive Committee operational year is July 1 to June 30.

1. The Executive Committee Board Chair will have the following responsibilities:
  - a. Prepare agenda for meetings, sending call for agenda items at least 2 days in advance of the meeting.
  - b. Prepare verbal reports for the COA Executive Committee meetings.
  - c. Involve all members of the Executive Committee in discussions by soliciting opinions and experiences.
2. The Executive Committee Chair-Elect will have the following responsibilities:
  - a. Prepare and distribute Executive Committee meeting minutes.
  - b. Archive meeting minutes via the designated space on the OnBoard webpage.
3. To encourage transparency and mentorship of Directors who might be interested in serving on the Executive Committee, members of the Board of Directors will be invited to attend a minimum of one Executive Committee meeting during the calendar year, on a rotating basis. Directors who attend the Executive Committee meeting will do so in an observatory role only unless input is requested from the Board Chair. Invited Directors acknowledge that items discussed at the meeting are confidential. The Board Chair of the Executive Committee has discretion to determine if any meeting should be held in by the Executive Committee only in regard to sensitivity of certain matters.

## Appendices

### Appendix A. End-of-the term Certificate of Appreciation

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

