

# San Diego Immunization Coalition Policies and Procedures

## Name

The name of this organization is the San Diego Immunization Coalition, hereinafter referred to as the SDIC.

## Mission

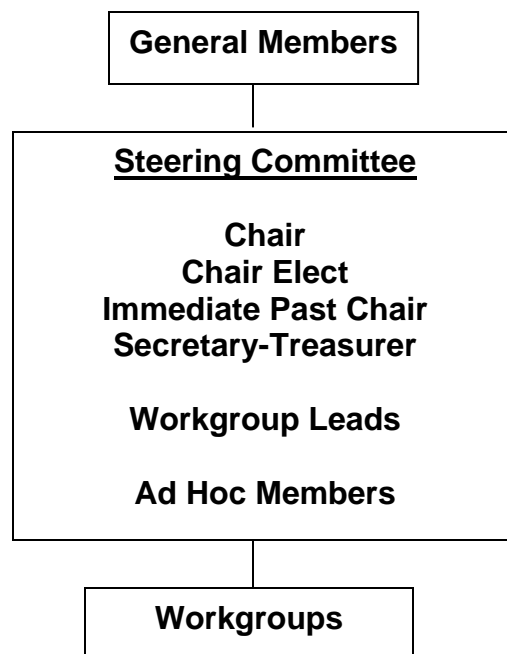
The SDIC is a partnership of organizations and individuals committed to preventing disease and improving the health of the community.

## 3-Year Goals

The 2009-2012 goals are to

- Improve perceptions of vaccines
- Increase immunization rates across the life span
- Advocate for policy changes that promote immunizations
- Achieve a viable and vibrant coalition

## SDIC Structure



## Leadership

### **Steering Committee**

The Steering Committee provides direction and oversight to the SDIC.

The Steering Committee is composed of four (4) Officers: the Chair, the Chair Elect, the Immediate Past Chair, the Secretary-Treasurer; leads from each of the SDIC Workgroups; and up to three (3) Ad Hoc members.

Specifically, the Steering Committee:

- Monitors and reports on the progress of SDIC goals and objectives
- Makes strategic and budgetary decisions using a simple majority of those members who are present at the meeting
- Attends SDIC Steering Committee, held monthly or as necessary
- Attends General Membership meetings, held at least quarterly
- Maintains a general SDIC contact list
- Coordinate the Strategic Planning Process to review progress of goals and objectives every 6 months.
- Provides funding oversight including approvals and requests.
- Reviews and approves budget developed by the Secretary-Treasurer
- Develops and implements SDIC Policies and Procedures
- Completes a one-year term

SDIC Officers are elected by a simple majority of the SDIC General Membership. Ballots are distributed at least three (3) months before the end of the term, and results are announced at the next General Meeting. Officers may be elected for one additional term.

### **2010 Special Election:**

*In an effort to expedite the election process in 2010, nominations for Chair, Chair-Elect, and Secretary-Treasurer will be sought the first week of May, 2010. Ballots will be emailed to all SDIC General Members the second week in May. The Officers will serve the term June 1, 2010 through December 31, 2011.*

If an Officer vacates his/her position during the term, the Steering Committee will appoint a new Officer at their next regular or special meeting.

### **SDIC Chair**

- Serves a one year term
- Chairs Steering Committee
- Chairs General Membership meetings
- Prepares and distributes agenda for Steering Committee meetings
- Prepares and distributes agenda for General Membership meetings

- Performs other duties as implied by the position

### **SDIC Chair-Elect**

- Serves a one year term
- Serves as Acting Chair as necessary
- Assumes role of Chair at the end of the term
- Must have served as a SDIC General Member for at least one year

### **Immediate Past-Chair**

- Serves a one year term
- Serves as Acting Chair as necessary

### **Secretary-Treasurer**

- Serves a one year term
- Prepares and distributes minutes of Steering Committee meeting
- Prepares and distributes minutes of General Membership Meetings
- Develops and monitors annual and special project budgets
- Performs other duties as implied by the position

### **Workgroup Leads**

- Participates in the SDIC as a General Member
- Coordinates the activities, objectives and evaluation plans for their Workgroup
- Schedules and facilitates Workgroup meetings, monthly or as needed, to achieve the objectives set by the group
- Represents the Workgroup at SDIC Steering Committee meetings
- Completes a monthly written progress report of their goals and objectives and submits them to the SDIC Chair and Secretary/Treasurer
- Reports on the progress of their goals and objectives at the quarterly SDIC General Membership meetings
- Ensures work group meeting minutes are taken and distributed to Workgroup members and Steering Committee Chair and Secretary/Treasurer
- Completes a one-year term, or as long as it takes to complete the goal

The current SDIC Workgroup Leads (8) and objectives/activities they are working on are listed in the *SDIC Objectives Tracking Document*.

Workgroup Leads may volunteer him/herself or be selected by the General Membership. If a Workgroup Lead vacates his/her position during the term, the Workgroup will select a new lead at their next regular meeting.

### **Ad Hoc Steering Committee Members**

- Ad Hoc Steering Committee members have no standing SDIC Workgroup or Committee
- Provide advice, direction and/or technical expertise as requested
- Serve a one-year term or until an issue is resolved or activity is completed

## **General Membership**

The SDIC is a volunteer organization. General membership is open to individuals and organizations committed to protecting the health of San Diego residents against vaccine-preventable diseases.

### **SDIC Member Expectations**

- Ascribe to and support the mission, goals of SDIC
- Participate in the strategic planning and implementation of SDIC activities
- Attend general membership meetings as often as possible
- Participate in at least one Workgroup
- Implement activities identified by Workgroups
- Bring SDIC information and project information back to one's organization.
- Complete membership application and provide contact information to ensure inclusion in the SDIC database

### **SDIC General Meetings**

- General meetings are held at least quarterly and are open to the public.
- Meeting agendas are distributed and/or posted online at least one week in advance
- Members have the opportunity to add to agendas at the beginning of each meeting
- Members have the opportunity to make announcements on behalf of their agency at each meeting
- Minutes are distributed and/or posted within two weeks