

# Working Committee

## Mission

The OpenHIE Working Committee provides support and guides operations and direction of the community. This direct leadership, as informed by the Steering / Governing Committee and community, will help to create and manage the strategic direction of the OpenHIE community to better serve its members, stakeholders, and beneficiaries.

## Goals and Responsibilities

Working Committee members have a number of responsibilities within the Community. The list below is all encompassing and are shared by members;

- Oversee the working structure of the community (ie, governance, events, annual meetings etc)
- Recruit, welcome, speak for and honor OpenHIE community membership/voices
- Participates in the development and management of the short and long term OpenHIE strategy, and the communities' mission vision and values
- Identifies opportunities for resource raising and assists in allocation activities
- Ensures adequate direct and in-kind support/guidance to all OpenHIE committees and working groups (ie, Steering / Governing Committee, Technical Committee, OHIE Academy, Subcommunities)
- Develop and externally promote OpenHIE resources and events (ie. Getting Started Guide, specification, Academy, OHIN)
- Actively identify opportunities for embedding country-level knowledge sharing and project learning into OpenHIE community process
- Adjudicate incoming requests to the community (ie, country implementation and presentation opportunities, training)
- Identifies and prioritizes engagement in other initiatives and partnership

### Charter Outline:

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### Meeting Schedule:

- January 29, 2024
- February 26, 2024
- March 25, 2024
- April 29, 2024
- May 27, 2024
- June 24, 2024
- July 29, 2024
- August 26, 2024
- September 20, 2024
- October 28, 2024
- November 25, 2024

[Working Committee Running Notes](#)

## Membership and Organization

- Representatives must demonstrate historical contributions to the community and ongoing commitment to OpenHIE.
- The committee is chaired by the OpenHIE Community lead and supported by the secretariat.
- Members are recommended, nominated and voted on by current members.
- Membership will be reviewed on a yearly basis, to ensure it is diverse in its representation. (ie, gender, ethnicity, skill set)

## Expectations

- The Working Committee meets every month and is chaired by the OpenHIE Lead. The quorum for regular meetings and any special meetings of the committee shall be 60 percent of the total membership
- Participate in committee forum
- Make effort to attend OpenHIE in person meetings once a year
- Participate in OHIN Call to share working direction and activities that spearhead development of the OHIE community (as needed)
- Applies logistical resources as appropriate or able to and uses secretariat as backstop as needed to move work forward

## Decision Making Process

When it comes to decision making the Working Committee strives for unanimous approval on matters relating to the development of the community. However if a unanimous decision is not possible then group consensus is used. Consensus allows the committee to have discussions virtually, on calls or in person so all can hear and understand each other's opinions to come up with the best solution related to community matters. When voting on a matter one can make a motion in favor and then another must second, other members of the committee then have 3 business days to raise the matter again for clarification. It is the responsibility of the committee to ensure all decisions are communicated to community members through community forum(s).