



SIERRA HEALTH FOUNDATION  
*An Endowment for Northern California*

THE HEALTHY  
SACRAMENTO  
COALITION



# Operating and Procedures Guidelines

# Healthy Sacramento Coalition (HSC) Organizational Structure

## Membership

The Healthy Sacramento Coalition is composed of the following:

- A. Leadership Team
- B. Steering Committee
- C. Workgroups
  - 1. Communications
  - 2. Policy
  - 3. Capacity Building and Training
- D. General Members

# Leadership Team

## **Role:**

Advise the Healthy Sacramento Coalition and Sierra Health Foundation and assist in championing the implementation of the Healthy Sacramento Coalition strategic objectives.

## **Member Responsibilities:**

- Provide guidance on Healthy Sacramento Coalition activities.
- Oversee strategic direction of the initiatives.
- Ensure adoption of policy, environmental, programmatic and infrastructure changes in their respective areas of influence.

# Steering Committee

## **Role:**

The Steering Committee is the guiding body for the Healthy Sacramento Coalition.

## **Member Responsibilities:**

- Periodically reviews the implementation plan, progress reports, and timeline to ensure accomplishment of the stated goals.
- Offers suggestions and input to Sierra Health Foundation regarding progress, future activities and allocation of funds in the implementation plan of the Coalition.
- Advises Sierra Health Foundation about the administrative needs of the Coalition, selection and role of consultants.
- Provides recommendations to the Coalition at large for discussion vote and implementation.
- Reviews and approves Workgroup recommendations or return to workgroups with suggestions for changes.
- Develops the agenda for HSC general meetings with input from appropriate individuals as needed.
- Responds to other needs and questions of the Coalition members.

# Workgroups

## **Role:**

HSC Workgroups meet to address specific needs of the Coalition as outlined in the planning and implementation plans.

Workgroups may be added or deleted as needed and identified by the Steering Committee.

## **Current workgroups include:**

- Policy
- Capacity Building and Training
- Communications

# General Membership

## **Role:**

To participate in HSC meetings and represent the views and interests of the community and/or the organization the individual represents to further the goals of the Coalition.

## **Member Responsibilities:**

- Attend regular meetings and participate actively in meetings and in committees as needed.
- Influence policy change at their organization and in their organizations community work in accordance with HSC goals and objectives.
- Be willing to work on community and organizational transformation within the scope of their influence.
- Participate in voting on priorities for inclusion of HSC implementation plans.
- Review materials prior to meetings provided by Sierra Health Foundation to define process.



SIERRA HEALTH FOUNDATION  
An Endowment for Northern California



THE HEALTHY  
SACRAMENTO  
COALITION