

Virginia Heart Disease and Stroke Alliance

Improving Health across the Commonwealth

Policies and Guidelines

These Policies and Guidelines have been adopted by resolution of the Steering Committee of the Virginia Heart Disease and Stroke Alliance to establish standard operating procedures for the activities and programs sponsored by the Alliance and to provide appropriate guidance and information to our Members.

Changes to the Policies and Guidelines

These Policies and Guidelines may be changed, or exceptions made by majority vote of the Steering Committee. Members may at any time present to the Steering Committee a description of any policy or guideline that they believe should be changed, their proposed changes, and a reasonable statement explaining the reasons for their position. Any changes made to these Policies and Guidelines shall specify the time when such change will take effect (retroactively, immediately, or at some stated time in the future). Any changes made to these Policies and Guidelines shall be communicated to Members via Email.

Alliance Documents

All official Alliance documents, including but not limited to Annual Meeting Minutes, Standing Committee Meeting Minutes, membership rosters, By-Laws, and Policies and Guidelines will be maintained and stored by the Virginia Heart Disease and Stroke Prevention Project at the Virginia Department of Health. All such documents should be forwarded to the Virginia Department of Health as soon as they are completed and approved (if appropriate).

Alliance Products

Products developed through the alliance or any of its committees are owned by the alliance, however these can be co-branded for marketing and education purposes with permission of the steering committee. Requests to house or link products on other web sites must be approved by the steering committee. The following tag line is required:

"Products developed through the Virginia Heart Disease and Stroke Alliance or any of its committees are owned by the Alliance; however, these can be co-branded for marketing and educational purposes with permission of the Alliance Steering Committee. Requests to house or link products on other web sites must also be approved by the Steering Committee. The following tagline is required:

This (name of product) was developed as a result of the collaboration of many dedicated and talented persons from the Virginia Heart Disease and Stroke Alliance, the Virginia Department of Health and (any other specific agencies contributing to the production and/or distribution of said product)."

Examples of Alliance "products" include, but are not limited to, the following:

- educational tools for healthcare professionals
- educational tools for the public
- directories for existing healthcare resources, patient education opportunities, national guidelines for clinicians, etc.
- emergency protocol kits or plans for non-medical facilities
- data reports on heart disease and stroke
- CVD State Plan
- member orientation and recruitment packages
- evaluation tools

Financial Support

Financial support of the Alliance is through financial and in-kind donations by member organizations. Examples of in-kind donations include member time, supplying meals for Committee meetings, and payment of costs related to creation of Committee products. In-kind donations are tracked using the In-Kind Donation Reporting Form. Total in-kind donations will be reported annually at the Membership Meeting.

Business Logistics:

The annual meeting will be held on the same day each year in October.

Standing Committee Descriptions and Functions

All Standing Committees will develop and maintain a workplan that includes objectives designed to achieve the goals in the State Plan and that guides their activities for the current year. These plans will be updated annually and submitted to the Steering Committee for review. Annual progress reports will be submitted prior to the Annual Meeting and will be reviewed at the meeting. Committee Chairs and Chairs-Elect will provide a report of Committee activities at each Steering Committee meeting.

All Committee events, activities and/or products must be reviewed and accepted by the Steering Committee prior to release. Requests for approval of events, activities and/or products may be presented at a regularly scheduled Steering Committee meeting. If approval is required prior to a regularly scheduled

meeting, materials in support of the request are submitted to the Alliance Chair. The Chair will facilitate distribution of materials to Steering Committee members for review and obtain approval.

There will be four Standing Committees:

The *Policy and Systems Change Committee* advocates for and supports implementation of policy and systems changes that promote prevention and control of heart disease and stroke in all settings.

The *Partnerships and Collaboration Committee* seeks to strengthen and expand partnerships and collaboration among stakeholders, resulting in coordinated efforts to prevent and control heart disease and stroke.

The *Education Committee* strives to increase the general public's knowledge of heart disease and stroke risk factors, signs and symptoms, quality health care, and appropriate behavior changes. Members also focus on increasing health care providers' knowledge of and compliance with national guidelines for heart disease and stroke prevention and control.

The *Surveillance and Evaluation Committee* works to develop a coordinated system for the collection and dissemination of surveillance and evaluation data that is easily accessible and understood and is available for decision-making and evaluation.

The *Steering Committee* provides direction and oversight to Alliance activities. Its responsibilities include reviewing workplans for Standing Committees and approving their activities and events; coordinating Alliance meetings; facilitating regular and ongoing communication among Committees; communicating with external groups; and reviewing the finances of the organization. The Steering Committee has authority over all Committee budgets. Its membership consists of the Chairs and Chair-Elect of the Standing Committees, plus the Chair, Chair-Elect, Immediate past Chair and Secretary/Treasurer of the Alliance and the staff members of the Heart Disease and Stroke Prevention Program of the Virginia Department of Health. The Alliance Chair and Chair-Elect will serve as Chair and Chair-Elect of the Steering Committee. Membership requirements and restrictions pertaining to serving as Chair or Chair-Elect of the Steering Committee are as specified in the Membership section of the bylaws. Meetings of the Steering Committee are open to all Alliance members.

Communication

The standard method of communication for the Alliance is via Email. When meeting announcements are made via email, the following recommendations are made for content:

- Include appropriate information in the subject line to allow the recipient to identify the message as containing content pertinent to Alliance activities.
- Provide complete information about the date, time and place of the meeting.
- A deadline to respond should be clearly defined.

Recruitment and Orientation of new Members

According to the State Plan, the Partnerships and Collaboration Committee will:

- Develop a new member recruitment and orientation packet
- Identify and promote benefits of Alliance membership to stakeholders
- Identify agencies with overlapping or matching goals and begin ongoing recruitment
- Identify and begin ongoing recruitment of community and high-level worksite members
- Track and evaluate recruitment efforts.

When a potential member is targeted for a particular Standing Committee, or self-designates a Standing Committee of interest, they will receive follow-up by the Committee designee to include more specific information about the activities of that Committee. This may include a copy of the Committee's most recent minutes, dates of upcoming meetings or activities, and the Committee workplan.

Membership Lists

Member names, addresses, phone numbers, and Email addresses may only be used for purposes related to the Alliance's functioning. The Alliance membership roster shall not be available to anyone other than Alliance members except upon approval of the Steering Committee.