



Coalition Co-Chair Roles

Co-Chair responsibilities:

- **Attend all regional ACM meetings in your area.** Specifically - motivating, communicating, and facilitating coalition meetings/work group sessions with assistance from ALAM (via email, teleconference, meeting) within stated timeframe.
- **Report all meeting minutes to committee members and ALAM within 3 days of coalition meeting/workgroup session to jcofer@alams.org.** (Word document or email text preferred.) If email is not available, please call 601.206.5810 or fax to 601.206.5813. Once co-chairs have been elected, they will take over the responsibility for meeting minutes, etc.
- **Serve on the ACM Leadership Team as a representative of your local area. (Two Co-Chairs will be elected in each ACM region.)**
- **Time commitment:** at least 6-8 hrs. per week, depending on activity level.
- **Duties/time commitment may increase as coalition develops and gains its own strength.**
- Officers should involve regional coalition members by **delegating responsibilities such as typing minutes, making phone calls, recruiting new members or workgroup leaders, etc.**
- **Implement activities outlined in the Mississippi State Asthma Plan as chosen by local coalition members.**

ALAMS - Coalition Coordinator responsibilities related to Co-Chairs:

- Provide technical assistance for coalitions w/ Mississippi Department of Health's (MDH) assistance as needed.
- Assist in facilitation of coalition/workgroup meetings.
- Present asthma surveillance data for both community and state-level (via MDH Asthma Program) to coalitions.
- Provide resources for coalitions (educational materials, etc.)