

Minnesota Stroke Partnership Steering Committee Operations and Structure

Members:

- The 2006 Minnesota Stroke Partnership (MSP) Steering Committee shall have no more than 20 members. Albert Tsai and Stan Shanedling from the Minnesota Heart Disease and Stroke Prevention Unit, Minnesota Department of Health, will staff this Steering Committee.
- Members must commit to attend at least 3 of 4 quarterly meetings per year. Members are asked to send a representative in his/her place in case of an absence.
- If members do not attend meetings (either by proxy or via conference call), they will be asked to step down from the steering committee for the next year.
- Terms of Service: one year, starting in September and ending in August. Terms are renewable annually.
- *Founding* members (2005-2006) will be asked to volunteer to commit for a second year.
- Individuals may be nominated to the steering committee by any current member at any time.
- New members invited to the Partnership shall be approved by majority vote in the June/July Meeting annually or as deemed necessary.

Task Forces:

- Members are assigned to Task Forces to address and act on specific stroke issues.
- One chair for each of these Task Groups will be encouraged and expected to convene others within and beyond the MSP Steering Committee meetings on an as-needed basis between quarterly MSP meetings to assist in the implementation of projects.
- The Steering Committee Chair will represent Minnesota on the GLRSN Steering Partnership.

Chairs:

- Chair: Term of 1 year. After serving term, must wait one year before being eligible to become co-chair again.
- Chair-elect: term of 1 year, becomes chair 2nd year. New chair-elects are elected by entire Partnership, through nomination and single vote election in the June/July Meeting annually. The first chair-elect will be selected by the second meeting by the founding Partnership.

Meetings:

- Meetings will be held quarterly in September, December, March, and June.
- All meetings will be held at Snelling Office Park unless otherwise noted.
- Quorum for voting shall be 2/3 of current members present.
- Meeting minutes will be sent to members and posted online at after each meeting.
- Recommendations for edits to the minutes will be encouraged.
- All meetings will start with a call for any edits to the previous meeting's minutes.
- Mileage to meetings is compensated at \$.485 per mile for **single trips greater than 60 miles** (round-trip). Travel expense forms are available upon request.
- Conference calling capability is available for all meetings. Members are asked to inform staff if conference calling needs are required.

Minnesota Department of Health Responsibilities

- Coordinate and oversee all the Steering Committee meetings and activities
- Act as liaison between CDC, GLRSN and the Minnesota Stroke Partnership
- Update and maintain Minnesota Stroke Partnership web site:
www.health.state.mn.us/strokecommittee
- Oversee evaluation and monitoring of the Minnesota Stroke Partnership
- Serve on the GLRSN Advisory Board and GLRSN Steering Committee
- Provide resources (staffing time, educational materials, and limited funding) to Steering Committee members and/or stroke education and prevention projects

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