

## Mission: Lifeline Wyoming Subcommittee Co-Chair Roles/Responsibilities

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American  
Heart  
Association.

- 1 Must commit to a maximum 30 minute meeting/teleconference with American Heart Association (AHA) staff to review the subcommittee agenda. The prep meeting will take place no later than one day prior to each subcommittee meeting.
- 2 Must commit to attend a minimum of 75% of the scheduled subcommittee meetings where the main function will be to maintain flow and time accountability for all agenda topics. The co-chair will also be responsible for holding votes for recommendations that will be brought forth to the Voting Stakeholder Body.
- 3 Must commit to attend Stakeholder meetings to present individual subcommittee reports/recommendations to the voting members.
- 4 Must provide an email and phone number that is checked frequently (no less than once a week) for messages and submit any changes in contact information to Mission: Lifeline Wyoming staff.
- 5 Must be able to maintain a non-biased approach through leadership and professionalism regarding the recommendations brought forth by the subcommittee.
- 6 Understanding the need for the presence of a strong leadership from the Subcommittees, these requirements must be met. If they are not, a replacement vote will be held.