**Patient Council Mission, Roles and Responsibilities**

 **Mission:** The Right Care Alliance Patient Council brings together patients and their families to radically transform our health care system into one that places the health and wellbeing of patients first and delivers Right Care to all people.

**Patient Council (PC) Leadership Team**

**Core Members:** Six people well versed in the Right Care Alliance (RCA) and committed to the RCA mission and Right Care definition. Includes the Co-chairs and Liaisons. The people serving in this role will be responsible for:

* Guiding the creation, convening, operation and running of the PC
* Supporting PC membership including membership meetings
* Minimum term of appointment will be 6 months
* Current members are: Bill Adams, Poppy Arford, Helen Haskell, Kim DiGioia, Kathy Day and Casey Quinlan

**Co- Chairs:** The people serving in this role will be responsible for:

* Convening, scheduling and facilitating the Leadership Team
* Convening, scheduling and facilitating the PC general membership meetings
* Preparing agenda’s with input from PC membership
* Ensuing that meeting notes are taken and shared with the membership
* Building the PC membership including welcoming new members
* Report out to the Steering Committee and other entities as needed
* Minimum term of appointment will be 6 months
* Current Co-chairs are Bill Adams and Poppy Arford

**Liaison to Webmaster:** The person serving in this role will be responsible for:

* Web page communications between the Leadership Team and the RCA Staff (Judith and Aaron) including webpage start up decisions, opportunities to consider, and ongoing maintenance.
* Minimum term of appointment will be 6 months
* Current Liaison is Casey Quinlan

**Liaison to the other RCA Specialty Councils**: The person serving in this role will be responsible for:

* Supporting and coordinating PC members participation on the other Councils.
* Advocating for the patient’s voice, perspective and interests being heard and considered by the other Councils.
* Minimum term of appointment will be 6 months
* Current Liaison is (possibly) Kim DiGioia

**Scribe:** The person serving in this role will be responsible for:

* Recording the decisions that are made along with any agenda items that are identified for the next meeting.
* After the meeting send the Notes out to the Team for review and editing.
* The meeting Notes may be posted on the Patient Council webpage and/or sent out to the membership.
* This is a rotating role filled by the Leadership Team and/or general membership.

**Time Keeper:** The person serving in this role will be responsible for:

* Managing the meeting clock. This includes announcing the time allotment for each agenda item, providing a warning when the allotment is about to expire, and stating when the time is up.
* This is a rotating role filled by the Leadership Team and/or general membership.