



Research and Evaluation Committee Charter (adopted January 2014; revised January 2016)

Purpose of Committee

The purpose of the CFHA Research and Evaluation committee is to grow interest and enthusiasm among CFHA members regarding research and evaluation and to create opportunities for CFHA members to actively participate in research related to collaborative, integrated care. The work of the committee will focus on means to provide education and information that will assist members to: understand and/or use data; effectively evaluate research and outcome data; and understand approaches for evaluating and improving programs.

“Research and Evaluation” in this context refers broadly to a variety of forms of systematic inquiry including formal scientific research, social research, and economic research, as well as program evaluation, quality improvement and performance improvement.

Committee Responsibilities

- Increase presence of high quality collaborative care/integrated primary care research at the CFHA annual conference
- Create opportunities for members to learn how to conduct collaborative care/integrated primary care research
- Conduct surveys/assessments to establish members’ and potential members’ wants/needs as they relate to research, and work to match our committee’s efforts with said wants/needs
- Develop a method of communicating with members about research and evaluation via the CFHA social media outlets
- Create opportunities for CFHA members to actively participate in research
- Facilitate formal mentoring for student members/new professionals who desire to learn more and conduct collaborative care/integrative research and evaluation.

Committee Structure and Qualifications

The committee will be comprised of both voting and non-voting members.

Voting Members: There will be six to nine voting members, two of whom will be designated as co-chairs and one of whom will be designated as the secretary of the committee. All voting members will be required to have current membership in CFHA and will have professional history which includes some aspect of research including but not limited to: clinical research, quantitative or qualitative evaluation, and/or health measurement within an integrated care system.

Non-voting members: There will be no limit to the number of non-voting members participating on the research committee. Non-voting membership is open to both members and non-members of CFHA to encourage diversity and outreach to those interested in research.

At least one board member will be appointed to the committee by the board of directors to act as a liaison between the board and committee.

Election and Term of Voting Members

The full committee (voting and non-voting members) will provide the committee's updated voting membership to be approved by the CFHA Board of Directors in January of each year.

Each voting member shall serve a two-year term. Terms will be staggered to create continuity from year to year. Terms will be based on a calendar year appointment (January – December). When a voting member's two-year term is to expire, he or she can be nominated (or self-nominate) to be elected to another term. In the case of a tie, those nominees with equivalent votes will make a new "slate" for that single position to be voted upon by the existing voting members.

When a voting member vacates their position for any reason, the position will remain vacant until the next year's nomination process, unless the total number of voting members drops below five.

Chairmanship – Election and Term

The committee (voting and non-voting members) will be chaired by two individuals elected from the panel of voting and non-voting members. Co-chairs must have served on the research committee in the capacity of voting member prior to appointment as chair, unless no voting members wish to be nominated to the Chair. Co-chairs shall serve two-year staggered terms.

Co-chairs will be responsible for developing committee meeting agendas and guiding completion of committee responsibilities.

Secretary - Election and Term

A secretary will be appointed by the co-chairs of the committee. When there is more than one nominee, co-chairs will interview all nominees to determine the best fit. Term of secretary will be based on a one year calendar year appointment (January-December).

Secretary responsibilities will include the following: a) attend all research committee meetings; b) take meeting minutes; c) send out meeting agendas and reminders to the full committee; d) distribute minutes from prior meetings. In the event the secretary cannot fulfill one of these responsibilities, they will maintain responsibility for securing an individual to fulfill the duties of their role.

Meetings

Regular meetings will be held one time per month or at the discretion of the co-chairs. Currently meetings are held the first Thursday of each month at 1:00 PM ET. Meetings will be held via conference telephone or similar communications equipment.

Quorum and Action

Except as hereinafter provided, a minimum of four voting members is required for a quorum. Whenever vacancies on the committee shall prevent four voting members from being present, a quorum shall be constituted by a majority of sitting voting committee members.

Action may be taken without a meeting if all voting members of the committee consent to the action without a meeting.

All committee action shall be reported to the full Board of Directors in the documents prepared for the next meeting of the board of directors.

Responsibilities of Voting Members

- Participate in review and scoring of research fellowship proposals
- Participate in review panel for abstracts for annual conference presentations
- Attend no less than 75% of committee meetings
- Support efforts of CFHA to improve integrity of research related to integrated care
- A minimum of one Research and Evaluation Committee member will agree to participate on the annual program planning committee for the CFHA conference.

Voting Process and Timeline

- Late September: Co-Chairs consult January minutes to determine which and how many member slots will be open for voting.

- October and November meetings: members are reminded about duties of various positions per Charter and encouraged to provide nominations by e-mail. The Secretary confirms a willingness to serve for each nominee.
- Mid-November: a ballot is circulated to all voting and non-voting members by the Secretary. The Secretary tallies votes and consults with current Co-Chairs regarding ties or other concerns, then circulates the results to the committee membership. After elections, the new Secretary is selected by the new Co-Chairs.
- January meeting: new Co-Chairs, Secretary, and new voting members are welcomed to the committee. The terms of each member are identified in the meeting and recorded in the minutes.
- January: Co-Chairs provide new committee composition to Board for approval.