

Health Literacy Task Force

Roles and Responsibilities

Task Force:

The Health Literacy Task Force is comprised of a group of experts whose collaborative effort results in the implementation of a health literacy plan for San Diego County. Each task force team member has roles and responsibilities that contribute to the implementation process.

Task Force Chair:

- Develop a work plan that will allow the task force to effectively and efficiently discharge its responsibilities.
- Develop agendas and conduct meetings.
- Approve reports of task force meetings before their distribution.
- Establish work groups as necessary to facilitate the work of the task force.
- Where appropriate, guide the task force in proposing actions that will further the goals and objectives.
- Assist the task force in selecting key issues on which to focus its work.
- Develop and recommend to CHIP ED and the SDCOL CEO funding needed to implement health literacy initiatives.
- Approve reports on task force activities, including action items presented for consent to the CHIP board of directors or the SDCOL board of directors via CHIP ED and SDCOL CEO.
- Facilitate internal and manage external communications for the task force.

Task Force Member:

- Actively participate in the work of the task force.
- Provide thoughtful input to the deliberations of the task force.

- Share individual and organizational perspectives on issues while still seeking consensus solutions across stakeholder groups.
- Work toward fulfilling the task force's goals.
- Review all relevant material before meetings. Make contributions and voice objective opinions on issues.
- Carry out individual assignments made by the task force chair.
- Develop recommendations that will lead to achievable and measurable change.

Task Force Project Management Team (CHIP & SDCOL staff)

- Present framework for the task force's work and background materials.
- Manage the work plan of the task force.
- Develop with task force chair agendas for task force meetings and prepare meeting summaries.
- Prepare materials for task force deliberations.
- Coordinate external communication with the task force chair.
- Develop and manage the engagement of public and other key stakeholders.
- Support work groups.
- Provide facilitation support as necessary.
- Review, edit and format all materials for presentation to the task force.
- Mail and/or email all correspondence and meeting materials to the task force.
- Coordinate logistics for task force group meetings.