



Governance Document

Revised and approved by the Steering Committee 9.20.2019

The Washington Patient Safety Coalition is a program of the Foundation for Health Care Quality (FHCQ), a private, non-profit entity. As the Coalition's host, the FHCQ brings its status as an independent, trusted venue for collaboration with a wide variety of stakeholders to bridge public and private concerns; it provides staffing and facilitation and serves as the Coalition's fiscal agent.

This document describes the organization and governance of the Coalition.

A. Steering Committee:

The Steering Committee provides leadership and strategic planning for the Coalition's goals and activities. It helps to identify priorities against established selection criteria; measures progress toward goals; communicates with stakeholders and disseminates information and materials; and identifies sources of financial support.

This Committee may revise or establish new rules of conduct. The governing structure is as follows:

1. The Steering Committee has been established as the Coalition's primary governing body.
2. The Foundation for Health Care Quality has recognized the members of the Steering Committee and delegated control to the Steering Committee over the Coalition rules of operation and program activities, which may include directing strategic planning and quality improvement activities.
3. The Steering Committee will be self-perpetuating: it will elect additional member representatives as needed vacancies are created.
4. Member representatives:
  - a. Each Member organization will put forward a representative to sit as their voting representative on the Steering Committee. Member representatives vote on all actions of the Steering Committee. All Committee members must be in good attendance standing (80% attendance rate) in order to exercise their vote.
  - b. There are no term limitations on Steering Committee participation.

## Steering Committee and Executive Subcommittee

- c. If a member representative leaves his/her position on the Steering Committee, the represented organization may provide a replacement to serve as their replacement which will be approved by the Steering Committee.
5. The Steering Committee will elect a Chair and Vice-Chair from its member representatives to serve a non-renewable two-year term.
  6. The Steering Committee may create subcommittees at its own discretion.
  7. Steering Committee meetings and related business will be conducted by agreed-upon Rules of Order.
  8. The Steering Committee will conduct regularly-scheduled meetings.
  9. Minutes of Committee meetings will be kept, and will be made available to all Coalition members.
  10. Steering Committee actions require at threshold of 12 voting members present to proceed on a vote. Ties will be broken by the Chair.
  11. All actions of the Steering Committee will be approved by a simple majority vote.
  12. In the absence of a quorum, those present may recommend that an action take place, which may then be voted upon by the Steering Committee via e-mail.
  13. In the absence of both the Chair and Vice-Chair, meetings may be chaired by the CEO of the Foundation for Health Care Quality or by the Coalition's Program Director.
  14. Attendance and participation expectations:
    - a. Attendance: each member representative will attend at least 80% of the meetings each year, either in person or by phone.
      - i. Substitute: each member representative may designate one substitute from his/her organization.
    - b. Participation: each member representative will participate in at least one Coalition subcommittee or work group.
    - c. The Executive Subcommittee will review member representatives' attendance and participation; at its discretion, member representatives who do not meet the standard may be asked to resign their seat; may not be nominated to renew their term; or may be invited to join the Advisory Group.

### B. Executive Director

## Steering Committee and Executive Subcommittee

The WPSC Executive Director will serve as a compensated employee of the FHCQ, shares responsibility for strategic planning with the Chair and Vice-Chair of the Steering Committee, and will be responsible for managing day-to-day operations, including implementation of policies and procedures approved by the Committee. This position will have joint accountability to the WPSC Steering Committee for all program activities and to the CEO of the FHCQ for WPSC general administrative and resource management issues.

### C. Subcommittees

The Steering Committee will be responsible for creating and delegating to subcommittees specific tasks related to and necessary for planning and for the development, implementation, and evaluation of policies and procedures to support the work of the Coalition. These subcommittees will advise the Steering Committee on issues related to Coalition activities.

Examples of subcommittees at this time that are essential to the WPSC are the following:

- Conference and Event Planning
- Safety Initiative Workgroups

### D. Other Steering Committee Activities

Additionally, the Steering Committee may convene annual general meetings to present the work of WPSC to the public. Invitations will be directed to a wide, diverse community of those interested in and responsible for decreasing error and improving safety.