

## **Meeker-McLeod-Sibley CHS Team Responsibilities**

### **PRIMARY OBJECTIVE:**

To provide collective leadership within the team structure to enhance the capacity of MMS-CHS.

### **EXPECTATIONS:**

#### **Team Logistics**

- Organize team meetings, including speakers and other presentations.
- Implement performance management within specific program, including implementation of quality improvement.
- Oversee implementation and completion of program workplans.
- Delegate tasks among team members to assure equitable division of responsibilities.

#### **Grant Management**

- Coordinate the grant writing process
- Coordinate program reporting requirements and timely submission of grant reports
- Assure completion of annual PPMRS reporting
- Assist in development of program specific budget
- Analyze and monitor overall program budget and make adjustments as necessary

#### **Communication**

- Maintain communication within the team (CHS Management Team and staff) and also with external partners (MDH, DHS, other community partners).
- Address issues/concerns with CHS Management Team on a timely basis
- Report on progress to CHS Management Team and Community Health Board.
- Assure appropriate documents are uploaded to the CHS website
- Share responsibility to attend partner meetings, regional and state meetings and report back to team members