



## COMMUNICATIONS COMMITTEE CHARTER

### PURPOSE

The PQMD Chair and Executive Committee have established the Communications Committee to:

- Provide guidance and oversight of the communications, marketing and public relations work of PQMD;
- Make recommendations on the branding of the organization;
- Ensure materials and information shared internally and externally are aligned with the mission and the vision of PQMD.

### STRUCTURE

The Communications Committee is composed of:

- A Chair, a Vice-Chair, and four or more members with communications, marketing or public relations experience or an interest in this area
  - Equally representative of the Membership Classes;
- Staff of PQMD member organizations with a particular expertise in this area;
- The Board Chair and Executive Director are invited to participate in committee meetings.

### FUNCTION

As a virtual network, the role of the Communications Committee is pivotal to the internal and external operations of PQMD. The Communications Committee is primarily responsible for the content and character of our website, the materials that are posted and shared internally and externally, and how our brand and character is defined in the global policy and advocacy arena. As such, the Communications Committee:

- Provides leadership, advice, and assistance to assure a positive public image of PQMD;
- Reviews and provides guidance to management and the Board with respect to PQMD's strategy and budget for communications and marketing products;
- Reviews and reports on communications and marketing activities;
- Assists management with the review of proposals by staff and vendors for communications and marketing materials, projects and products;

- Provides general oversight of the results and impact of ongoing marketing and communications activities;
- Provides periodic reports to the Board of any communications actions being considered by the committee;
- Conducts an annual review of the committee's performance to determine operating effectiveness;
- Reviews and reassesses the adequacy of this charter annually for relevance to the purpose and goals of the committee and recommend any modifications to this Charter, if and when appropriate;
- Performs any other activities or responsibilities as may be delegated to the committee, from time to time, by the Board.

## OBJECTIVES

The Committee's role is to provide appropriate advice and recommendations on matters relating to communications and marketing, including:

- Expanding and enhancing the range of internal and external communications;
- Increasing awareness of PQMD's mission, vision, and work; and
- Advancing communications opportunities, outreach and resources for PQMD.

## ACTIVITIES

Committee activities include:

- Identify communications resources and opportunities to raise the profile of PQMD and build the reputation among audiences and stakeholders, whom we regard as important to realizing our mission;
- Recommend and review communications strategy and budget;
- Provide communications leadership and guidance for PQMD staff and committees—communications committee members will serve as liaisons to other PQMD committees to facilitate this support;
- Assess and oversee communications vehicles including website, reports, presentation slide decks, and all printed and posted materials;
- Oversee internal communications campaigns and external communications/initiatives.

Date: 07/09/2015



## DISASTER RESPONSE COMMITTEE CHARTER

### PURPOSE

The PQMD Chair and Executive Committee have established the Disaster Response Committee for the following purposes:

- To inform members of a disaster through a situation report;
- To provide an effective mechanism to capture members' response, to share insights and veracity, and where appropriate identify opportunities for collaboration;
- To enable members to benchmark their response;
- To communicate internally and externally if appropriate, the collective PQMD member response.

### STRUCTURE

The Disaster Response Committee is:

- Comprised of a Chair and a Vice-Chair(s);
- The Vice-Chair(s) must be selected from member organizations that play a first line response in disasters;
- The Vice-Chairs must each represent a separate class;
- To have the ability to make a judgment on the scale of the situation, gather information and whether it is the appropriate time to set up a call;
- The Board Chair and Executive Director are invited to participate in committee meetings.

### FUNCTION

Accessing healthcare to areas affected by disaster is part of the PQMD mission.

During disasters there is need for coordination and collaboration among various organizations and agencies. The committee helps gather knowledge from each responder that could be used to help accelerate appropriate response for healthcare provision.

To annually review the committee's performance to determine operating effectiveness;

- To review and reassess the adequacy of this charter annually for relevance to the purpose and goals of the committee and recommend any modifications to this Charter, if and when appropriate to the Board for approval; and
- To perform any other activities or responsibilities as may be delegated to the committee, from time to time, by the Board.

## OBJECTIVES

- Provide every member an opportunity to participate and contribute their disaster response activities through a structured call;
- Summarize and disseminate the collective disaster response of PQMD members to appropriate audiences;
- Give real time and up to date information among members on the disaster response and open opportunities for further contribution and collaboration.

## ACTIVITIES

To achieve the above objectives the committee will:

- Make a judgment when to set up a call;
- Request staff to inform membership the call is taking place;
- Gather disaster information for the situation report;
- Request written member response in summary form using template within 24 hours before or after the call;
- Lead call with every member having an opportunity to contribute in the round robin discussion;
- Summarize and circulate call output (by staff);
- Determine level of communication with staff and communications committee;
- Establish if a follow up call or written update is required;
- Make a judgment when to close out information exchange by gathering a written update using template.

Date: 3/20/14 (last review 2015)



## FINANCE COMMITTEE CHARTER

### PURPOSE

The PQMD Chair and Executive Committee have established the Finance Committee to provide financial oversight for the organization by:

- Recommending to the Board, appropriate financial policies and goals;
- Reviewing monthly, financial performance against goals and reporting back to Executive Director its comments on performance, with CC to Executive Committee; and,
- Reporting to the Board any significant deviation from approved financial goals.

### COMMITTEE MEMBERSHIP STRUCTURE

The Finance Committee is:

- Composed of four members;
- Equally representative of the Membership Classes
  - Chair – The PQMD Treasurer
  - Vice Chair – The PQMD Assistant Treasurer
  - One NGO Member with a background or interest in finance, accounting, business
  - One Corporate Member with a background or interest in finance, accounting, business;
- The Board Chair and Executive Director are invited to participate in committee meetings.

### FUNCTION

The Finance Committee is responsible to work closely with the Executive Director/appropriate staff in budgeting and financial planning and financial reporting.

The Finance Committee will be transparent in its activities.

Its function includes the creation and monitoring of internal controls and accountability policies and reporting as appropriate to the Executive Committee and/or the Board of Directors.

To annually review the committee's performance to determine operating effectiveness;

- To review and reassess the adequacy of this charter annually for relevance to the purpose and goals of the committee and recommend any modifications to this Charter, if and when appropriate to the Board for approval; and
- To perform any other activities or responsibilities as may be delegated to the committee, from time to time, by the Board.

## OBJECTIVES

The primary objectives of the Finance Committee are:

- Budgeting and Financial Planning
  - Develop annual operating and capital budgets with the Executive Director/appropriate staff;
  - Approve the annual operating and capital budgets;
  - Recommend the budgets to the Annual Meeting of the Board of Directors;
  - Monitor adherence to the budgets;
  - Prepare and recommend financial policies and annual financial goals to the Board of Directors for approval.
- Reporting
  - Develop useful and readable report formats with staff;
  - Work with staff to develop a list of desired reports noting the level of detail, frequency, deadlines, and recipients of these reports;
  - Work with staff to understand the implications of the reports;
  - Present the financial reports to the full Board.
- Internal Controls and Accountability Policies
  - Create, approve, and update (as necessary) policies that help ensure the assets of the organization are protected;
  - Ensure policies and procedures for financial transactions are documented in a manual, and the manual is reviewed annually, and updated as necessary;
  - Ensure approved financial policies and procedures are being followed.
- Audit
  - Research, recruit and recommend an auditor to the Board;
  - Review the draft audit and 990 as presented by the auditor;

- Present the audit report to the full Board of Directors (if the auditor does not do this);
- Review the management recommendation letter from the auditor and ensure follow up on any issues mentioned.

## ACTIVITIES

Hold monthly committee meetings with the PQMD Executive Director to:

- Discuss financial performance issues; relating to finance;
- Recommend corrective actions as needed to keep PQMD in compliance with its annual budgets or other financial goals;
- Review and approve any significant, unanticipated operating expenditures above the Executive Director's operating authority that were not foreseen in the annual operating and capital budgets.

Date: 3/20/14 (last review 2015)



## STANDARDS COMMITTEE CHARTER

### PURPOSE

The PQMD Chair and Executive Committee have established the Standards Committee for the following purposes:

- To develop and manage the medical donation standards for product donation as a guideline for the organization and industry;
- To align with the guidelines and standards issued by WHO and other world health focused groups.

### COMMITTEE MEMBERSHIP STRUCTURE

- A diverse group of PQMD members passionate about donations, who will work to keep the guidelines relevant and current with industry trends.

### FUNCTION

- Ensure standards reflect the current donations environment;
- Promote use and compliance with standards internally and externally to PQMD;
- Network with WHO and other standards organizations to ensure applicability and coordination – always seeking to ensure viability of PQMD documents.

### OBJECTIVES

- Annual review and revision of standards document.

### ACTIVITIES

- Develop working opportunities with the WHO and others;
- Continue to re-evaluate ANSI membership.

Date: 6/2/2015



## MEMBERSHIP COMMITTEE CHARTER

### PURPOSE

The PQMD Chair and Executive Committee have established the Membership Committee for the following purposes:

- To facilitate the membership process;
- Review potential organizations for membership;
- Provide guidance of the membership structure in alignment with the bylaws and overall PQMD strategy.

### STRUCTURE

Membership Committee is:

- Composed of a Chair and Vice-Chair;
- And such number of Committee members as the Chair deems appropriate in order to facilitate the business of the Membership Committee;
- Striving to be equally representative of the Membership Classes.

### FUNCTION

The Function of the Membership Committee is:

- To assimilate new members or new representatives of existing members into PQMD with the assistance of mentors and other resources so as to ensure their success and full contribution to PQMD;
- To advise the Executive Committee & PQMD Chair on the current structure of the board and strategy moving forward.

### OBJECTIVES

The Committee's role is to provide appropriate advice and recommendations on matters relating to membership:

- Ensure a balanced membership between Corporate and NGO members;
- Work with the Executive Director to handle requests from NGO's and Corporations that have interest in joining PQMD.



## ACTIVITIES

To achieve the above objectives the committee will:

### New Potential Membership Activities

- Identify potential members that would complement the PQMD membership programs and focus;
- Process incoming applications and make recommendations to the Executive Committee before taking each application to the full board.

### New Member Assimilation

- Provide orientation sessions to new members;
- Provide a “buddy system” to acquaint new members into PQMD and to ensure full participation in board activities.

Date: 6/17/15



## NOMINATIONS AND GOVERNANCE COMMITTEE CHARTER

### PURPOSE

The PQMD Chair and Executive Committee have established the Nomination and Governance Committee for the following purposes:

- To provide oversight to the organization to help ensure compliance with the articles of incorporation, bylaws and to provide guidance on matters of policy and procedure (Governance Function);
- To manage the biennial election of officers and chairmen of PQMD standing committees (Nomination Function).

### STRUCTURE

The Nomination and Governance Committee is:

- Composed of four members with extensive PQMD experience
- Equally representative of the Membership Classes
  - Two NGO members
  - Two Corporate members
- Preferably Chaired by the Immediate Past PQMD Board Chair; if unavailable, then by a member of the Committee from the same class
- The Board Chair and Executive Director are invited to participate in committee meetings

### FUNCTION

The Governance Function of the Nomination and Governance Committee is driven by a commitment to excellence in the manner in which decisions are made and implemented.

PQMD is committed to being:

- Responsible to our mission and stakeholders;
- Transparent in our activities;
- Accountable for our resources;
- Equitable and inclusive in our activities.

The Nomination Function of the Nomination and Governance Committee is driven by a commitment to an open, fair and equitable election process whereby members select their representatives to conduct organization business for the advancement of PQMD.

## OBJECTIVES

### Governance Objectives

- To support and advise the Chair and Executive Committee in the development of best practices regarding:
  - Organizational Structure
  - Policy and procedures
  - Committee Charters
  - Financial review and accountability
  - Risk management
  - Relationship with the Executive Director
  - Guidance in strategic thinking/strategic direction
  - Guidance in succession planning
- To oversee PQMD policy documents on issues such as :
  - Annual By Laws review
  - Code of Ethics
  - Conflict of Interest
  - Confidentiality
  - Record Retention
  - Whistleblower Protection
- To educate members on:
  - PQMD history, culture and values
  - PQMD strategic direction
  - PQMD structure, bylaws

### Nomination Objectives

- To develop criteria for the selection of PQMD officers and Committee Chairs based on current organization needs every two years when the Executive Committee and PQMD officers are changed
- Implement the election process in accordance with PQMD governance policy and principles

To annually review the committee's performance to determine operating effectiveness;

- To review and reassess the adequacy of this charter annually for relevance to the purpose and goals of the committee and

recommend any modifications to this Charter, if and when appropriate to the Board for approval; and

- To perform any other activities or responsibilities as may be delegated to the committee, from time to time, by the Board.

## ACTIVITIES

To achieve the above objectives the committee will:

### Governance Activities

- Conduct an annual review of all PQMD governance documents
- Hold monthly committee meetings / with PQMD Chair in attendance
  - Discuss issue relating to governance
  - Advise the Chair on suggested actions or document changes
- Be available to provide special consideration to any PQMD function at request of the Chair
  - Financial Implications
  - Disciplinary Activities
  - Strategic Directives
- Conduct Orientation Sessions
  - Provide an overview of PQMD governance to newly elected officer - at the beginning of their elected term

### Nomination Activities:

- Develop criteria for selection (8 months before beginning Election)
  - Obtain approval for criteria from Chair and Executive Committee
- Request input from all members regarding elected positions (7-6 months before election)
  - Their own interest in a PQMD position
  - Their recommendations for other members for PQMD positions
- Develop a suggested initial slate of candidates (6 months before election)
  - Based on member input and criteria for selection
  - Review suggested slate with Executive Director and likely new PQMD Chair (for input only- no veto power)
- Contact individuals for their approval for suggested position (5-4 month before election)

- Present role and responsibility/Advise on time commitment required
- Allow the individual time to get approval from their organization
- Develop revised slate / Given refusal of some initial candidates (4 months before election)
  - Update Executive Director and likely new Chair on revised slate
- Upon completion of slate – Provide Chair with slate for review (3 month before election)
  - Chair presents slate to Executive Committee – and asks for objections
  - Chair presents slate to Full Membership – asked for objections
  - Executive Committee hears member objections - approves or rejects objections
- Chair to present to Full Membership for vote – (at Fall Meeting)
  - Simple majority of member of both classes required for election

Date: 3/20/14 (reviewed 2015)



## PROGRAM SERVICES COMMITTEE CHARTER

### PURPOSE

The PQMD Board of Directors established the Program Services Committee for the following purposes:

- Provide educational opportunities for PQMD members
- Engage member representatives and staff in identifying and participating in and/or presenting for additional forums/workshops with parallel interest to PQMD mission
- Provide advisory service to organizations working with medical gift-in-kind (GIK)

### STRUCTURE

The Program Services Committee is open to all PQMD members and shall be composed of:

- A Chair and Vice-Chair (ideally from separate classes)
- An appropriate number of committee members, determined by the chair, to facilitate the business of the committee
- Equal representation of the membership classes, as possible, to provide balanced perspective to the committee priorities
- The Board Chair and Executive Director are invited to participate in committee meetings

### FUNCTION

The function of the Program Committee is to provide content that is relevant and useful to members, and industry strategically timed for the organization and in keeping with PQMD's high standards.

- Identify potential educational program service opportunities for PQMD engagement that are relevant to PQMD's mission and service
- Present, to the Executive Director, opportunities for providing educational program services relevant to promoting the work of PQMD and the PQMD guidelines
- Review presentations proposed by the Executive Director to forums and workshops and provide helpful edits

- Raise awareness of healthcare industry educational opportunities for PQMD members to participate and/or present on topics relevant to PQMD mission
- Present educational forums/workshops for PQMD members relevant to promoting best practices for product donations
- Work with the host organization(s) to provide members with “optional engagement opportunities” that highlight the work being done relevant to improving health care and/or access to health care in the host community.
- Work with membership to secure hosts for semi-annual Board of Directors meetings
- Work with PQMD staff, as needed, to plan and facilitate program agenda for all PQMD Board of Director meetings to include educational and/or non-business content component
- To annually review the committee’s performance to determine operating effectiveness;
- To review and reassess the adequacy of this charter annually for relevance to the purpose and goals of the committee and recommend any modifications to this Charter, if and when appropriate to the Board for approval; and
- To perform any other activities or responsibilities as may be delegated to the committee, from time to time, by the Board.

## OBJECTIVES -

The Program Services Committee’s role is to:

- Broaden significantly the “reach” of PQMD in the global healthcare industry
- Provide non-business content for PQMD strategic planning or other meetings as requested
- Adhere to budget goals set by Executive Director and Finance Committee for all meetings

## ACTIVITIES -

To achieve the objectives listed above the committee will:

- Engage committee members in semi-monthly calls with Executive Director
- Plan and implement the logistics for upcoming meetings to include;
- Recruit and secure hosts for PQMD meetings
- Review potential topics for meetings/workshops/educational forums

- What do members need to know?
  - What do members want to talk about?
- Plan speaker panels, breakout sessions, and other events in conjunction with PQMD board meetings and Educational Forums
- Review and select potential speakers, event sites, program visits, etc.
- Review, assess and assign and pre-work material prior to meetings
- Engage with communications committee to promote Educational Forums and other meetings/events
- Engage with Finance Committee to ensure fiscal alignment to budget
- Provide information and calendar of healthcare industry educational opportunities for the PQMD Executive Director and/or PQMD members to participate in and/or present on topics relevant to PQMD mission

Date: 6/1/15



## RESEARCH - DATA AND IMPACT COMMITTEE CHARTER

### PURPOSE

The PQMD Chair and Executive Committee have established the Research - Data and Impact Committee for the following purposes:

- To research issues deemed significant to PQMD and its members
- To collect key data and develop impact metrics to improve product and healthcare efforts

### COMMITTEE MEMBERSHIP STRUCTURE

The Data and Impact Committee is:

- Composed of four or more members with experience in research, measurement and evaluation (M&E), technical data, strategic planning, market research or member with an interest in these areas.
- Equally representative of the Membership Classes
  - NGO members
  - Corporate members
- Chaired and co-chaired by individuals with the desired skills of research, measurement and evaluation (M&E), technical data strategic planning or market research.
- The PQMD Board Chair and Executive Director are invited to participate in committee meetings

### FUNCTION

The Research function of the Committee is driven by a commitment to better understand issues, practices, and trends in the following strategic priority areas for PQMD:

- Quality Product Donations
- Health Care Access and Delivery
- Health Solution Implementation

The Data and Impact function of the committee is driven by a commitment to the collection of quality data and to the development of meaningful metrics to evaluate product donations and health care service effectiveness. The Committee is committed to objective evaluation and assessment from a global standard perspective.

To annually review the committee's performance to determine operating effectiveness;

- To review and reassess the adequacy of this charter annually for relevance to the purpose and goals of the committee and recommend any modifications to this Charter, if and when appropriate to the Board for approval; and
- To perform any other activities or responsibilities as may be delegated to the committee, from time to time, by the Board.

## OBJECTIVES

### Research Objectives

- To conduct research to help advance the practices of quality medical donations, access and delivery and health care solutions thereby positioning PQMD as “thought leader” and the “go to” organization in these areas
- To communicate research results to foster application by PQMD, members and the greater global health community

### Data and Impact Objectives

- To manage the PQMD data collection process for greater utilization and effect
- To develop product and impact metrics in order to advance best practices/standards
- To communicate data and impact results to foster application by PQMD and members

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## ACTIVITIES

### Research Activities

- Identify issues and topics which could have significant impact on PQMD and its members
- Conduct research to better understand the factors and dynamics of these issues and topics.
  - Secondary research
  - Primary research

- Present research results to PQMD and to individual members and work together to develop specific practical application
  - Strategic direction
  - Program efforts
  - PR and goodwill
- Communicate research result to promote PQMD quality standards and support member efforts

#### Data and Impact Activities

- Review the current practices of PQMD data collection efforts
- Assess the value of PQMD data (How data used – effectiveness and advocacy value)
- Develop metrics in areas deemed important to PQMD, such as:
  - Product impact
  - Health impact
  - Distribution/Supply chain effectiveness Safety/Benefit Cost/Return
  - CSR value – for corporations and NGOs
- Incorporate PQMD data as a part of the metric development efforts
- Present metrics results to PQMD and to individual members towards overall acceptance and practical application
- Communicate impact metrics results to promote quality standards and PQMD image

Date: 6/12/2015