



POWAB Guiding Principles 2021

Preamble: These Guiding Principles are here-to-for established to govern and guide the work of the Places of Worship Advisory Board (POWAB) of the (DOH HAHSTA). This establishes no legal or binding agreement, nor does it usurp any authority of DOH HAHSTA or the government of the District of Columbia. These Guiding Principles establish the scope of work, mission, and structure of the POWAB and as such do not direct or contain the work of DOH HAHSTA, its employees, or its governing body.

Our Vision

We connect people and communities to resources to achieve and support whole person health in mind, body and spirit.

Our Mission

To work in partnership with the DC Department of Health to develop and nurture an interfaith network that advocates for the resources, policies and programs that prevent and treat infectious disease, eliminate disparity and promote whole person health.

ARTICLE I: ROLES AND RESPONSIBILITIES

A. Places of Worship Advisory Board

The POWAB will provide input and recommendations that reflect the needs or experiences of the faith community and places of worship we represent as well as the overall community.

POWAB's role is to:

1. Elect two (2) Co-Chairs who will work with the DOH HAHSTA designated Co-Chair. Each elected Co-Chair will serve a two (2) year term. The election will be held every two years in the month of November or as necessary to fill a vacancy.
2. Review the Guiding Principles annually during the month of February.
3. Elect or appoint Committee Chairs annually.
4. Collaborate with DOH to develop and implement services for the faith community.

B. DOH HAHSTA

DOH HAHSTA provides support for POWAB's planning process (via staff, funding, resources and assistance in the development of a faith based strategic plan).

The DOH HAHSTA also:

1. Supports meeting logistics, member involvement and infrastructure for the POWAB.
2. Maintains an agency representative to work with the POWAB.
3. Encourages collaboration between POWAB and other relevant planning processes such as the DC Regional Planning Commission on Health and HIV. *(Note: the HPPC and RWPC integrated to become the Washington, DC Regional Planning Commission on Health and HIV (COHAH) in May 2018).*

C. POWAB and the DOH HAHSTA Shared Collaborative Efforts

DOH HAHSTA and POWAB share in:

1. Developing procedures that address roles and decision making specifically as it relates to POWAB composition, selection, appointment and duration of terms for the POWAB membership.
2. Membership Selection and Orientation: Develop and apply criteria for selecting POWAB members. Provide a thorough orientation for all new members as soon as possible after their appointment.

D. CO-CHAIRS

The Co-Chairs shall jointly preside over all regular and special meetings of POWAB and the Executive Leadership Committee to provide leadership and direction for POWAB by ensuring that all members understand and exercise their responsibilities in regard to accomplishing the mission and goals of the POWAB.

The Co-Chairs may make decisions on POWAB business and activities in situations when the POWAB cannot be convened.

E. CHAPLAINS

The Chaplain(s) shall be responsible for opening and closing the meeting with centering moments and reflections; providing follow-up with members who are sick, hospitalized or experiencing bereavement as well as providing inspirational messages and contacting members between meetings. The Chaplain(s) are elected annually by the membership to serve a one (1) year term.

ARTICLE II: MEMBERSHIP

A. COMPOSITION AND STRUCTURE

The membership of the POWAB shall include representatives of varying faith communities, places of worship and faith-aligned service providers.

POWAB membership is delineated as follows:

1. General Body – The General Body shall consist of voting and affiliate members.
2. A voting member attends at least 6 meetings per year, serves on a committee, and assists with the production of major POWAB events.
3. An affiliate member can participate in POWAB General Body meetings, vote in committee meetings, attend POWAB major events, and become a voting member if they choose to do so.
4. Executive Leadership Committee – The Executive Leadership is composed of the three (3) POWAB Co-Chairs, the Chaplin (s) and the Co-Leads of each Standing Committee which are appointed by the POWAB Co-Chairs.
5. Standing Committees – Each Standing Committee will be led by at least 2 Co-Leads.

B. POWAB VOTING MEMBERS

POWAB voting members are expected to:

1. Make a written commitment to the purpose, mission and work of POWAB.
2. Attend regular monthly meetings and special meetings. In the event that they cannot attend, voting members should notify the Co-Chairs or their designee prior to the meeting.
3. Serve on at least one (1) Committee.

C. CONFLICT RESOLUTION

When a board member has a conflict with another member or their point of view the conflict will be addressed as follows:

1. The member(s) must submit a detailed letter to the POWAB Co-Chairs describing the conflict and suggesting a resolution. The Co-Chairs will address the conflict as soon as possible by taking appropriate steps which may include scheduling a meeting with the board member(s) as soon as possible or by placing it on the agenda of the next monthly Executive Leadership Meeting to be addressed.
2. During the scheduled meeting member(s) will have an opportunity to address the leadership regarding the conflict, its impact and suggested resolution.

The guidelines for membership shall be developed by the Executive Leadership Committee and ratified by a simple majority vote of the POWAB.

ARTICLE III: MEETINGS

A. General

The meetings of the POWAB are open to the public and shall be held on the second Friday of every month. The membership may elect to cancel or reschedule meetings during any regular or special meeting by majority vote. The Co-Chairs may also cancel meetings when conditions, such as inclement weather would make member participation difficult, or when necessary due to activities or other engagements prevent POWAB participation.

B. Special Meetings

Special Meetings may be called by the Co-Chairs who must give notice to the membership not less than (3) days prior to the date set for the special meeting. The Co-Chairs may call special meetings or the POWAB may vote to have these special meetings closed to all but the POWAB members.

C. Quorum

At any meeting of the POWAB including its committees, the members present shall constitute a quorum for the purpose of engaging in any formal decision making.

ARTICLE IV: STANDING COMMITTEES

The Standing Committees of the Places of Worship Advisory Board and their functions are as follows:

- A. Executive Leadership Committee – Provides leadership to POWAB and helps to set overall direction and activities of the POWAB.

- B. Funding & Resources - Secures partnerships and funding to support the board's operations and build discretionary financial resources for places of worship to build health ministries.
- C. Advocacy & Education - Advocates for resources, services, information and activities that promote whole person health. Educates partners and stakeholders about pertinent issues, as well as informs about policy, programmatic and health issues that impact whole person health. Provides expert assistance to communities or faith-based entities engaging in DOH HAHSTA initiatives or other community-based efforts around health promotion.
- D. Membership Community In-Reach & Outreach - Assists in developing relationships amongst the membership and garnering support from membership and entities outside of the DOH HAHSTA system to support faith-based initiatives around health promotions and in reaching the mission of POWAB. Also works to identify and involve other faith-based groups and entities in the work of POWAB in relationship to the work of health promotions by DOH HAHSTA.
- E. Events Coordination and Logistics - Provides support and assistance in producing POWAB specific initiatives/events in conjunction with DOH HAHSTA sanctioned activities.
- F. Marketing and Public Relations – Develops branding for POWAB consistent with POWAB's mission as well as a strong marketing and social media campaign to keep partners, funders and the general public aware of the advisory board's activities and successes.
- G. Ad Hoc committees - Convened as needed to fulfill the work and mission of POWAB in relation to its collaboration with DOH HAHSTA.

ARTICLE V: AMENDMENTS

The POWAB shall have the power to recommend and approve modifications, amendments or repeal these Guiding Principles at any meeting at which a quorum is present, provided that:

1. Written notice of the proposed change must be given at least seven (7) days prior to such meeting and
2. Amendments are approved by a two-thirds majority of voting membership.

Adopted February 26, 2021 by the authority of the POWAB Voting Membership under the auspices of DOH HAHSTA.