

OREGON HPV PREVENTION ALLIANCE Guidelines

Name

The name of the organization is the – **Oregon HPV Prevention Alliance.**

Structure

The Oregon HPV Prevention Alliance is housed within the Immunize Oregon Coalition. It reports to the Immunize Oregon Steering Committee:



Mission & Vision

Vision

Oregonians are free to live healthy, productive lives without the burden of preventable HPV cancers

Mission

The Oregon HPV Prevention Alliance is a community of organizations and individuals dedicated to preventing HPV and HPV-related cancers by increasing HPV immunization rates in Oregon.

Membership

Membership is open to any stakeholder who supports and upholds the Alliance's mission

Alliance meetings

- **Annual Meetings.** The full Alliance will meet at a minimum 2 times per year. The date, time, and place of the meetings shall be set by the leadership team. A minimum of one annual meeting should be in person, the HPV Summit may serve as or incorporate one meeting.
- **Special Meetings.** Special meetings may be called by the chair

Leadership Team

- **Role.** The leadership team is responsible for guiding policy and direction of the Alliance. Responsibility for day-to-day operations is delegated to the coalition chair, coordinator, and task forces. The leadership team receives no compensation.
- **Meetings.** The leadership team will meet at least bimonthly (every other month)
- **Membership.** Currently, leadership team membership is on a volunteer basis. If there is enough interest in the leadership team, the Alliance may develop guidelines for the nomination, election, and term-duration of a leadership team member.

Task Forces

- **Role.** The Alliance may create workgroups as needed for the purpose of strategizing, planning, prioritizing, and executing the work of the Alliance
- **Chairs and Coordinators.** Task force chairs and coordinators are volunteer positions, approved by members. Task force chairs are required to either sit on the leadership team or submit updates monthly to the leadership team. Chairs and coordinators serve 1-year minimum terms.
- **Meetings.** Meeting frequency is at the discretion of the task force chair.
- **Duration.** Task forces may be formed for limited-term projects or to address long-term goals and projects.