



# Louisiana Oral Health Coalition

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## **LOHC Executive Committee**

The Executive Committee is comprised of a Chair, Vice-Chair, and a Secretary/Treasurer.

### **Chair**

The Chair shall:

- Preside the quarterly Coalition meetings, as well as special meetings, meetings of the Executive Committee, and serve as ex-officio member of all Standing and Ad Hoc Committees
- Work with administrative staff provided by the Oral Health Program to administer the operating policies
- Represent or appoint a member to represent the Coalition at public events as necessary

### **Vice-Chair**

The Vice-Chair shall:

- Serve as a leader of the Coalition in the Chair's absence or under the Chair's direction
- Perform other duties assigned by the Chair

### **Secretary/Treasurer**

The Secretary/Treasurer shall:

- Keep accurate minutes of any Coalition meetings, arrange for distribution of minutes and meeting materials, give notice of meetings, and collaborate with the Membership Committee for maintaining an accurate membership roster
- Oversee any financial business, as necessary