

Handout for Dr. Jiwa's talk

Role of Health Improvement Board (HIB) members

Role of chair of the board

- To chair the HIB meeting.
- To provide leadership to the board.
- To ensure that the board is accountable to Council of European Jamaats (COEJ).
- To develop and support the sub-committee and group co-ordinators.
- To ensure that the co-ordinators are delivering and fulfilling their roles.

Role of board secretary

- To take minutes of the board meeting.
- To organise the meeting of the board.
- To give secretarial support to the various functions of the board.
- In conjunction with the chair of the board to manage the professional secretarial and managerial support to the board.

Role of subcommittee co-ordinators

- To act as the link between the Jamaats and HIB
- To assist the theme group co-ordinators in the local Jamaat activities.
- To represent the Jamaat on HIB board.
- To be part of the Jamaat Health sub-committee.
- To recruit people in local Jamaat for health improvement activities at Jamaat and European level.
- To ensure that at Jamaat level there is a register of health workers.
- To help to ensure that the Jamaat health SC is running effectively.

Role of theme group co-ordinators

- To chair the health theme group.
- To recruit, organise and provide leadership to the group.
- To develop activities relating to the theme.
- To act as link between the group and the HIB
- To work with the Jamaat sub-committee co-ordinators to deliver activities at local level.