Care Transitions Coalition Charter

Article I – Name
The name of this Coalition shall be [name].

Article II – Mission & Vision
The mission of the [Coalition Name] is…

The coalition will…
[Include commitment to reduce 30-day readmission rates by 20 percent over three years and consider adding a statement about whether the community intends to apply for a formal care transitions program.]

Article III – Purpose
Examples:
1. To build and sustain a community coalition with a focus on improving transitions of care for people with Medicare.
2. To be a vehicle for the patient and family voice.
3. To encourage person-centered and person-directed models of care.
4. To collaborate and encourage efforts of organizations with shared visions.
5. To advance public policies that furthers the vision.

Article IV – Participation
Section I – Collaboration
Participation in the [Coalition Name] is open to organizations and individuals interested in fostering the vision by actively engaging in the planning and work of the Coalition.

Charter members should join in a commitment to:
- Share best practices and knowledge
- Mentor partners and providers
- Share data and support analyses
- Promote implementation of evidence-based interventions

Participant categories may include:
- Health care providers (hospitals, skilled nursing facilities, physician practices, home health agencies, dialysis facilities, hospice organizations, palliative care organizations, etc.)
- Provider associations
- Consumer advocacy organizations
- Government organizations (health department, Area Agency on Aging, etc.)
- Quality Improvement Organizations
- Educational organizations
- Professionals
Section II – Coalition Participant Responsibilities

Meeting Attendance. Coalition members agree to attend in person or by teleconference a minimum of 50 percent of scheduled meetings each year with no more than two consecutive unexcused absences.

Committees. Coalition members agree to actively participate in committee work and are expected to volunteer their services for Coalition projects.

Article V – Committees

Section I. The activities of the Coalition will take place within its committees and all active participants are expected to select the committee or committees on which they wish to serve during any given year.

Section II. The standing committees of the Coalition are [list committees]. Other task forces may be formed on an ad hoc basis as needed.

Section III. Committees are chaired by active participants, chosen by the Coalition.

Section IV. The term of service for the committee chairs shall be one year. In the event a chair cannot complete a term, the Coalition shall appoint a replacement to complete the term of office.

Section V. No member shall hold more than one committee chairmanship at a time.

Article VI – Meetings

Section I. Annual Meeting
There shall be an annual meeting of the Coalition, at which time the Coalition will review membership and committee reports, develop annual goals, and conduct other business.

Section II. Regular Meetings
Meetings of the Coalition shall be held at least quarterly. Meetings may take place in person or remotely.

Article VII – Procedural Policies

Section I. Conflicts
No one may profit financially from membership in the Coalition by sales or solicitation at meetings or workshops. Participants will disclose any actual or potential conflicts of interest to CCME or other designee.

Section II. Decision Making
In the spirit of the [Coalition Name] vision, all Coalition business shall be conducted based on the philosophy of mutual respect. Simple majority rules will apply. Coalition participants are entitled to one vote per member.

Section III. Voting
Voting on the business of the Coalition may be conducted by those in attendance at the meeting either in person or by teleconference. Proxy voting via email is permissible.

Section IV. Signatures [please revise as needed for your community]