

## Representation, Opportunity, and Community Committee (ROCC) Charter

Updated July 3, 2025

<b>Purpose</b>	The mission of the ROCC is to ensure that equity and inclusion are embedded throughout PALTmed's education, membership, and programs.
<b>Ongoing Activities, Charges, and Strategies</b>	<p>Ongoing committee activities include:</p> <ul style="list-style-type: none"> <li>• Advising PALTmed on considerations related to equity and inclusion within our offerings (e.g., reviewing clinical practice guidelines for health equity considerations, etc.)</li> <li>• Identifying barriers to inclusion and belonging within the organization and recommending actionable solutions</li> <li>• Incorporating a continued focus on access to care, healthcare coverage, and ageism into our ongoing efforts as an organization, ensuring these factors are considered when developing new education, programs, and policies</li> </ul>
<b>Roles and Responsibilities</b>	<p><i>Chair</i></p> <ul style="list-style-type: none"> <li>• Help structure agenda for meetings.</li> <li>• Run an effective meeting to ensure involvement of members and the advancement of activities and charges.</li> <li>• Communication with the Board liaison before and after each Board meeting to share updates from the committee and to hear about new Board initiatives. Report back to the full committee on each discussion with the Board liaison.</li> <li>• Identify, mentor, and groom the next Chair.</li> <li>• Assist with structure and selection of members.</li> </ul> <p><i>Vice Chair</i></p> <ul style="list-style-type: none"> <li>• Support the Chair to ensure responsibilities are met in a timely manner.</li> <li>• Serve as interim Chair in the absence of the Chair.</li> <li>• Recommend individuals to serve as the next Vice Chair.</li> <li>• Ascend to the position of Chair.</li> </ul> <p><i>Members</i></p> <ul style="list-style-type: none"> <li>• Be prepared and actively participate in all conference calls and meetings.</li> <li>• Work on projects as delegated by the Chair.</li> </ul>
<b>Expected Commitment</b>	<p>The committee meets monthly via conference call.</p> <p>Members are expected to review all agenda/materials prior to each meeting and attend the conference calls as scheduled.</p>

	The estimated monthly time commitment is 3-5 hours.
<b>Committee Terms</b>	<p>All committee members serve a two-year term and are eligible for reappointment once.</p> <p>Terms run May to April.</p> <p>The Chair and Vice Chair each serve a two-year term.</p>
<b>Selection/ Appointment</b>	<p>Members are appointed by the President with input from the Chair.</p> <p>The Committee Chair and/or Vice Chair is recommended by the outgoing Chair and appointed by the President.</p>
<b>Committee Requirements</b>	<p><i>Members:</i></p> <ul style="list-style-type: none"> <li>• Express desire to serve with a special interest in advancing representation, opportunity, and community in post-acute and long-term care.</li> <li>• Desire to advance the mission of PALTmed.</li> <li>• Ability to make the necessary time commitment.</li> <li>• Must be a PALTmed member in good standing.</li> <li>• Must disclose all financial relationships on an annual basis.</li> <li>• Ability to attend and actively participate in conference calls.</li> </ul> <p><i>Chair:</i></p> <ul style="list-style-type: none"> <li>• In addition to the above requirements, when possible, the Chair should have previously served as the Vice Chair.</li> </ul> <p><i>Vice Chair:</i></p> <ul style="list-style-type: none"> <li>• In addition to the above requirements, when possible, the Vice Chair should have previously served as a member.</li> </ul>
<b>Committee Members</b>	<p><b>ROC Committee Chair:</b> Fatima Naqvi MD CMD, Chair</p> <p><b>ROC Committee Members:</b> Elena Cabb, DO Margaret R Finley MD CMD Cheryl Huckins MD CMD Christopher Joncas MD Linda Keilman DNP, MSN, GNP-BC, DEGN, FNAP, FAANP Margo Kunze RN, CDP, CALA Rossana Lau-Ng MD, MBA, CMD</p>

	Christine Pierre MD, CMD Robert Russell, MD, MBA Anshu Singh MD, CMD Elizabeth Zavala MD
<b>Staff Liaison</b>	Alicia Graf, MEd
<b>Board Liaison</b>	Lea Watson, MD