

Proposed Consumer Representative Attendance Policy

*Consumer Representatives applying to participate in SIM Advisory Workgroups commit to attending one meeting per month and engaging in needed communication as needed. The SIM Program Management Office is responsible for ensuring that meetings are accessible to Consumer Representatives and promote meaningful consumer participation. It is essential to meaningful participation that Consumer Representatives attend meetings on a consistent basis.*

*Consumer Representatives are asked to inform Program Management Office in advance if they need to miss a meeting and/or if meeting conditions make it difficult to participate. Program Management Office will keep CAB informed of these issues.*

*If a Consumer Representative is not able to participate in meetings on a consistent basis, CAB Co-Chairs will contact them to identify and to develop a plan to identify and address barriers to their participation. In situations where a Consumer Representative does not respond to written communication or if the plan does not result in consistent attendance, CAB will recommend that the Consumer Representative end their participation in the Workgroup and a replacement Consumer Representative be appointed.*

Drafted by Arlene Murphy

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