



# Immunize Minnesota Steering Committee Charter

Approved May 11, 2026 at Increasing Vaccinations in MN workgroup meeting.

Approved July 27, 2026 Steering Committee

## Purpose

The Steering Committee exists to guide strategy to advance the mission of Immunize Minnesota, *"to improve immunization rates and vaccine confidence for all Minnesotans through community organizing, education, and statewide partnerships."*

Immunize Minnesota is a program of Minnesota Public Health Association (MPHA), a 501c3, which provides in-kind administrative support. The Immunize Minnesota Steering Committee reports to the MPHA Governing Council (Board of Directors). All members of the Steering Committee must be a member of MPHA.

## Guiding Principles

- We value and seek input from interdisciplinary and community partners to determine priorities.
- We want to build a sustainable culture that ensures equitable access to all immunizations needed across the lifespan.
- We uphold the science and evidence supporting immunizations.
- We share resources and collaborate to advance our mission.
- We center our work on the power of collective well-being, fostering community-wide immunization to ensure the health of every neighbor.

# Objectives

## Initial Phase Objectives:

- Define Coalition membership
- Key decisions for the coalition during the full launch phase

## Ongoing Objectives:

- Meet monthly to advise on strategy, timelines, resource allocations and risk
- Report quarterly to Minnesota Public Health Association's (MPHA) Governing Council
- Review annually the Guiding Principles, charter, and composition of Steering Committee

# Committee Membership Composition & Roles

The Steering Committee will comprise 10 people from different sectors as well as one voting member from MPHA - either the Executive Director or a Board Member. The following table is a summary of recommendations for Steering Committee seats based on sectors or communities represented:

| Sector                                     | Examples of sector                                                        | Recommend Voting Steering Seat                             |
|--------------------------------------------|---------------------------------------------------------------------------|------------------------------------------------------------|
| Government public health                   | MDH, Polk Co, Ramsey Co, Hennepin Co                                      | 3: 1 MDH, 1 Local Public Health (LPH) Greater, 1 LPH metro |
| Minnesota Public Health Association        | Executive Director or Board Member                                        | 1- requirement as a "program of" MPHA                      |
| Provider systems                           | CentraCare, Wilderness Health, M Health Fairview, Mayo, Children's MN     | 1                                                          |
| Professional associations                  | MMA, MNAAP, MNAFP, MCHP, MPhA                                             | 1                                                          |
| Health plans and/or County Based Purchaser | HealthPartners, MCHP, UCare, South Country                                | 1                                                          |
| Voluntary Health Group                     | American Cancer Society, Oral Health Coalition,                           | 1                                                          |
| Community based organizations              | Voices for Vaccines, CHW Solutions, CHW Alliance, patient advocacy groups | 1                                                          |

|                                     |                                                                                                                                                                                                                                        |   |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| Family/individual rep               | Non-health care or public health professional with community lens. Examples: high risk interest groups (rare disease or immunocompromised), AARP, Families Fighting Flu, Grandparents for Vaccines. Somali Community group on measles. | 1 |
| Tribal clinic or org representation | Health care or community representing communities with lower vaccination rates.                                                                                                                                                        | 1 |

Steering Committee members are required to be members of MPHA.

Committee members are expected to attend at least 10 of 12 monthly meetings and complete tasks between meetings. Tasks could include small group meetings, reviewing and revising documents, providing feedback on Coalition activities.

Steering Committee members must elect Co-Chairs for two year terms.

Co-Chair expectations are to develop agendas, direct media inquiries, and determine which decisions require Steering Committee votes.

## Operations

Most Steering Committee members represent a sector and are serving as representatives of their organization type or industry. As such, they are expected to share updates and seek feedback on Steering Committee activities with other organizations and individuals in their sector.

The Steering Committee must report on Coalition activities to the MPHA Governing Council on a quarterly basis.

### Member Responsibilities:

We expect all individual and organizational members to commit to the following:

- Active engagement and participation in meetings and events.
- Provide in-kind support as appropriate (collaborate and co-brand when permissible).
- Sponsor coalition events and programming as appropriate.
  - If your organization is able to provide monetary contributions, you can donate via [mpha.net](https://mpha.net) and select Immunize MN as the priority area you would like to fund.

### Voting Expectations:

- Individual and organizational members will vote to elect members of the Immunize Minnesota Steering Committee. They will not routinely vote on coalition business.
- Steering Committee members will vote on coalition business. Votes will be decided by simple majority.

- Coalition members will occasionally be polled for their opinions to inform strategy and key coalition decisions.
- Coalition members are encouraged to reach out to the Co-chairs and Steering Committees.

#### **Public Statements:**

- Public statements and documents expressing the intention, opinion, or endorsement of Immunize Minnesota must be reviewed and approved by Steering Committee Co-chairs and at least 3 Steering Committee members.
- Steering Committee will establish a process to approve requests for signatures, public statements, and external messages such as social media posts.

## Scope of Authority

The Steering Committee advises the Immunize Minnesota Coalition on strategy, timelines, resource allocation and risk.

The Steering Committee does not bear fiduciary responsibility because the Coalition is operating within the Minnesota Public Health Association's governance structure.

## Resources

Coalition Best Practices Toolkit

[Statewide Immunization Coalition Best Practices Toolkit](#)