

WASHINGTON VACCINE ASSOCIATION OPERATIONS COMMITTEE CHARTER

Purpose

The purpose of the Operations Committee (the Committee) of the board of directors (the Board) of the Washington Vaccine Association (the Association) is to provide advice on and recommend to the Board the assessment amounts for the specific vaccines dosages administered by providers in the Washington State Childhood Vaccine Program, to advise the Board on and to advise the Board on the DBA submission process, on compliance matters and on other matters referred to the Committee from time to time.

Meetings and Notice

The Committee shall meet as frequently as needed to fulfill its charter and to address matters on its agenda, but not less frequently than two times per year. The Committee may, but shall not be required, to establish a regularly scheduled time and place for meetings. Notice of meetings shall be as required and set forth in the Association bylaws for Board meetings. Committee members are required to attend meetings in person, by conference telephone, or by video conference.

Membership

The members of the Committee shall include two voting members of the Board, the Executive Director of the Association as an ex officio non-voting member of the Committee, and such other members as shall be as appointed by the Board. The Chair of the Committee shall be the Executive Director.

Quorum; Voting

A quorum for a meeting of the Committee shall consist of a majority of the members. The vote of a majority of the members of the committee present at a meeting at which a quorum is present shall be sufficient to approve a proposed action.

Independent Advice; Engagement of Consultants:

In discharging its responsibilities, the Committee shall have access to any relevant books, records, facilities, and personnel of the Association. The Committee, upon approval of the Board or Executive Committee, and at the Association's expense, may obtain advice and assistance from outside consultants to advise the Committee. The Committee may also request that the Executive Director, the Administrator of the Association, the Association's outside counsel, or any other person meet with any members of, or consultants to the Committee, or provide other assistance to the Committee in the discharge of its duties.