



# United States Public Health Service Minority Officers Liaison Council

Chartered Minority  
Advisory Group  
Representative  
Orientation

# Minority Officers Liaison Council

## Mission

The Minority Officers Liaison Council (MOLC) was established by the U.S. Surgeon General (SG) and the United States Public Health Service (USPHS), to advise and serve the Office of the Surgeon General (OSG) on issues of professional development, and to advocate for the recognition of contributions made by minority officers in the USPHS.

# Minority Officers Liaison Council

## Purpose

MOLC provides information, advice, and consultation to the Surgeon General (SG) on issues that affect minority officers, and conveys any requests of the Surgeon General (SG) for CMAGs to input on planning, policies, and practices of the USPHS.

# Minority Officers Liaison Council

## Chartered Minority Advisory Groups

A Chartered Minority Advisory Group (CMAG) is defined as any group sanctioned by the Surgeon General to represent a minority constituency.

# Minority Officers Liaison Council

There are four CMAGs in the United States Public Health Service (USPHS):

- American Indian/Alaskan Native Commissioned Officers Advisory Committee (AIANCOAC)
- Asian Pacific American Officers Committee (APAOC)
- Black Commissioned Officers Advisory Group (BCOAG)
- Hispanic Officers Advisory Committee (HOAC)

# Minority Officers Liaison Council

The MOLC serves in a resource and advisory capacity to assist in the development, coordination, and evaluation of activities related to PHS minority officers in all professional categories.

# Minority Officers Liaison Council

## MOLC Objectives:

1. To advocate for and promote professional development and career progression of minority officers.
2. To coordinate and facilitate communication among the four CMAGs and between CMAGs and OPDIVs to which minority officers are assigned.

# Minority Officers Liaison Council

## MOLC Objectives [cont'd]:

3. To identify minority officer and CMAG issues and provide advice to the OSG.

4. To support the USPHS mission through recruitment, retention, and promotion of minority officers in leadership and management positions.

5. To serve as a communication link and information resource between OSG and the CMAGs.

# Minority Officers Liaison Council

## MOLC Operations:

- The Chairperson will serve a one year term and may continue on the MOLC as an ex officio member for one additional year.
- MOLC meetings will be held in respect to Robert's Rules of Order
- Where voting is required or appropriate, a simple majority rule by voting members present shall determine the action.

# Minority Officers Liaison Council

## MOLC Membership:

1. The MOLC consists of representatives from the four CMAGs.

2. Each CMAG shall establish their own process for selecting two representatives to serve on MOLC as Voting Members for a period of one year.

3. These officers may be current or former CMAG voting members. These officers must be identified by December 1st preceding the end of the incumbent MOLC voting member(s) term and their names should be submitted to MOLC.

# Minority Officers Liaison Council

## MOLC Membership [cont'd]:

4. Each voting member selected to represent their CMAG shall have one vote on MOLC matters for which votes are cast.

5. Each voting member is accountable to their CMAG to report and obtain necessary input.

\*\* It shall be deemed that the voting member's view reflects the majority view of the CMAG represented.

# Minority Officers Liaison Council

## MOLC Membership [cont'd]:

6. If a voting member is frequently absent without prior approval from the MOLC Chair, their appointment to MOLC shall be terminated at the discretion of the MOLC Chair and the Chair of CMAG that the member represents.

7. If a voting member is unable to attend a MOLC meeting, it is their responsibility to designate another officer from the representative CMAG to serve on their behalf.

# Minority Officers Liaison Council

## MOLC Membership [cont'd]:

8. CMAG reps are expected to provide written monthly reports to the MOLC Secretary of their CMAG activities for accurate documentation.

9. CMAG reps are responsible to share information discussed during MOLC meetings with their respective CMAG Chair.

# Minority Officers Liaison Council

## Chairperson Responsibilities:

- The Chairperson role shall be occupied, on a rotating basis, by voting members of the CMAG who constitute MOLC.
- The Chairperson will serve a one year term and may continue on the MOLC as an ex officio member for one additional year.
- Chairperson will facilitate MOLC meetings and delegate tasks accordingly, ensuring completion according to established timelines.

# Minority Officers Liaison Council

## Vice Chairperson Responsibilities:

- Vice Chairperson will serve as lead for the MOLC annual awards program planning.
- Vice Chairperson will assist Chairperson in all matters as needed, and monitor completion of action items.
- Vice Chairperson will perform chairperson duties in the absence of the chairperson.

# Minority Officers Liaison Council

The MOLC operates in a staff capacity and does not substitute for line management or in any way exercises the prerogatives of respective operating divisions (OPDIV) and agencies.

## Resources:

MOLC Charter –revised 2011

Guidelines & Procedures

# **MINORITY OFFICERS LIAISON COUNCIL**

# MOLC Chair (AIANCOAC 2015)

- Attend the Joint PAC/CPO meetings monthly in DC or via phone (one person should be in attendance)
- Lead the MOLC meetings and voting at the meeting
- Responsible for approving the minutes
- Directly communicate with OSG's office on issues pertinent to the MOLC or the CMAGs
- Identify Ad hoc members and Subcommittees to complete the work
- Serve as a Chair on a MOLC Subcommittee

# MOLC Vice Chair (BCOAG 2015)

- Assist the Chair in the implementation of action items, activities and other deliverables of all subcommittees
- Chair the COF Symposium Planning Subcommittee responsible for planning the Annual MOLC awards event during the USPHS COF Symposium
- Coordinate the operations and staffing of the MOLC booth in the exhibit hall during the symposium

# MOLC Secretary (APAOC 2012)

- Take minutes of the MOLC meetings; compile written summaries from the meetings (from contributors)
- Coordinate agenda items and prepare the agenda for the next meeting
- Hold and maintain copies of the MOLC Charter and bylaws
- Exercise all the rights and responsibilities granted to the Chair by the MOLC Charter and Bylaws in the absence of the Chair and Vice-Chair

# MOLC Liaison (AIANCOAC 2012)

- Post the meeting minutes and files on the MOLC website with drafts on the HHS Portal
- Maintain the MOLC website; CDR Jarman (2012 Ex-offio non-voting member) has offered to provide technical assistance
- Coordinate/reach out to the categories to educate/communicate with the Professional Advisory Committees on MOLC and CMAGs
- Coordinate with MOLC liaisons (e.g., JOAG, SOAG - in the works)
- Coordinate with the HHS Office of Minority Health
- Coordinate with Commissioned Officers Association
- Serve as a Chair on a MOLC Subcommittee

# MOLC Leadership Rotation

<b>Position</b>	<b>Year 1 (2015)</b>	<b>Year 2 (2016)</b>	<b>Year 3 (2017)</b>	<b>Year 4 (2018)</b>
<b>Chair</b>	AIANCOAC	BCOAG	HOAC	APAOC
<b>Vice-Chair</b>	BCOAG	HOAC	APAOC	AIANCOAC
<b>Secretary</b>	HOAC	APAOC	AIANCOAC	BCOAG
<b>Liaison</b>	APAOC	AIANCOAC	BCOAG	HOAC

Key Events:

# **USPHS SCIENTIFIC SYMPOSIUM**

# Annual MOLC Awards Ceremony

- MOLC Liaison interfaces with COA/COF to plan the date and time for the awards ceremony to occur during the USPHS Scientific Symposium – Awards luncheon midweek is often ideal
- Meal funded through COA/COF – should not assume that this is the case, ask for their support
- Identify a keynote speaker who can speak to issues relevant to the MOLC mission
- Identify a cultural group/performer local to the Conference city to perform during the ceremony
- Invite OSG, Flag Officers, CC leaders
- Prior year Awards Ceremony Program posted on HHS Portal
- Ensure the activity is included in the Symposium Program outline

# MOLC Booth Overview\*

1. MOLC Voting Member Leading this event should be able to attend the Symposium in order to manage logistics involved in overseeing the booth.
2. Ask Organizers to Waive Booth Fees
3. Create Spreadsheet with Booth Staffing times for CMAG's
4. Booth Display: MOLC has traditionally used a tabletop black trifold display board. In 2011, it was decided, that, because the tabletop was cumbersome to mail and set up, MOLC created a large banner to display instead. Photos were elicited from the various CMAGs, printed, and placed under a large plastic sheet on the table.
5. Brochures: Booth staff members give out brochures from the four CMAGs.
6. Selling CMAG Coins, T-Shirts, etc.: Individual CMAGs are allowed to sell memorabilia like coins and t-shirts at the MOLC booth. To do so, each CMAG is responsible to bring its own merchandise and handle all sales.

\*Review detailed guidance on HHS Portal

# MOLC Booth Summary Timeline

- **January:**

1. Name Booth Lead.
2. Get Symposium contact information from previous MOLC Booth Lead.
- 3) Email Symposium organizer to be sure Booth fees waived.

- **April:**

1. Create Excel List for volunteers and distribute to CMAG MOLC Representatives.
2. Determine what to use as Display, banner or tabletop.
3. Discuss how to transport and set up, and who will be in charge of that. If decide that tabletop will be display, create MOLC banner at Kinkos to attach to top of tabletop.

- **May:**

1. Request action photos from CMAGs and determine which to place on tabletop display or on top of table (under plastic sheet). Be sure the final selections represent all CMAGs.
2. Ask CMAGs if brochures are up-to-date. If not, send edits.

- **June:**

1. Print 50 each of CMAG brochures; determine who will send or take.
2. Print all photos at least 5x8.
3. Request final volunteer list from CMAGs and create master list.
4. Send out master list of volunteers and instructions to all MOLC Reps and volunteers

- **July:** Send Certificates of Appreciation to volunteers

Important Timelines

# **MOLC MEMBERS & RECOGNITION**

# MOLC Voting Members

- MOLC Secretary shall assemble MOLC voting member appointment letters for the incoming operational year to the MOLC Chair by September 15
- MOLC Chair will submit the appointment letters to designated MOLC Senior Advisor for endorsement by January 1<sup>st</sup>.

# CMAG Voting Members

- Each CMAG must submit packets with the CV's of any new voting members for the incoming year
- CMAG's should complete this process by September 15
- MOLC Chair shall submit this package by October 15 to the OSG for endorsement

# Special Assignment Award

- CMAG's should compile activity logs and appointment letters for each voting member wishing to be considered for the SAA
- Cover letter completed by the CMAG Chair must be provided listing the officers recommended for SAA
- Should be compiled and ready for submission to MOLC by 10/15

# MOLC Report

- Each MOLC representative should submit an annual report of MOLC activities conducted during his/her term to the MOLC Chair by December 15 of each operational year.

# MOLC Leadership Transition

- December MOLC meeting allows an opportunity for the outgoing MOLC leadership to transition work to the incoming leadership
- CMAG's should identify new MOLC representatives before the end of November to facilitate attendance and inclusion of new leaders during the December meeting
- Overview of Accomplishments for each CMAG and MOLC should also be reviewed during this last meeting of the year.