

Welcome to the Student Health Advisory Board

The beginners guide to SHAB



What is the Student Health Advisory Board?

The Student Health Advisory Board (SHAB) is an advisory body to Marquette University Medical Clinic. Since the medical clinic is funded by student fees, SHAB works to ensure the satisfaction and quality of health care at Marquette University. The primary initiatives of SHAB are to:

- Provide a student voice in Marquette University Medical Clinic operations;
- Promote a positive and open channel of communication between the Medical Clinic staff and the student body;
- Contribute additional awareness of student issues to the administration of the Medical Clinic;
- Promote awareness of services available through the Medical Clinic that ensure personal and academic success.

Who can participate?

Student Health Advisory Board members must be a current Marquette or MIAD student in good academic standing. They must be able to serve on the board and participate in SHAB meetings and activities for one academic year.

What we expect from you

1. **ATTENDANCE:** SHAB meets twice a month on the second and fourth Tuesday at 6pm. Meetings last for one hour. SHAB members are expected to attend all scheduled meetings. Absences are detrimental to the effective consideration of matters before SHAB. However, we understand that SHAB members are students first and have exams and other conflicts. Each SHAB member is allowed one excused absence per semester. Please let the advisor and the co-chairs know before the start of the SHAB meeting if you are going to be absent. In addition, it is important that all members show up on time in order to keep the meetings to one

hour. Please see the SHAB constitution for additional information regarding attendance and absences.

2. **CONTRIBUTION DURING MEETINGS:** We expect SHAB members to be involved and vocal during meetings. We want and need your input in order to make decisions, develop new ideas, and improve SHAB, Marquette University Medical Clinic, and the health and wellness of the Marquette community. That means giving your full attention and turning off or silencing cell phones. It is important to bring your calendar with you as additional meetings may need to be scheduled.
3. **WORKING ON COMMITTEES:** All members are expected to serve on at least one of the SHAB subcommittees. Additional subcommittees may be formed to address specific projects or problems. Members are encouraged to participate in these. Members will select their subcommittee of choice but members are encouraged to volunteer and participate on as many projects as they feel comfortable.
4. **COMMUNICATION:** All SHAB related emails will be sent to the email address listed on the official roster. It is expected that emails will be responded to within 24 hours or receiving the message. In addition, it is important to answer all emails from fellow SHAB members but using “reply all” to keep all SHAB members in communication lines. When sending emails regarding committees, projects or other meetings, please “CC” the advisor and co-chairs.
5. **CONFIDENTIALITY:** All members will sign a confidentiality agreement. Please remember to follow this policy. Failure to do so may result in the removal from SHAB.

What you can expect from us (advisor and executive team)

1. **COMMUNICATION:** We send out reminders about upcoming meetings. If meetings change we will let you know within a reasonable amount of time. Members will be informed about activities happening within and regarding Marquette University Medical Clinic.
2. **SUPPORTING NEW IDEAS:** We want you to bring new ideas to the board. We want you to take your ideas and turn them into projects. We will do our best to support your ideas with SHAB and Medical Clinic resources.

The voting process

When a decision needs to be made, SHAV members must vote. SHAB uses a relaxed version of Robert’s Rules of Order. Below is a brief explanation of how it works:

After discussion an idea or the choices around a decision, one SHAB member must verbally move to approve the decision. A different SHAB member must verbally second the motion. Afterwards, the presiding co-chair will request a vote of all in favor, then all those who oppose the decision, and then all who abstain. Abstaining can be mandatory or by choice. In the case of a member who was not in attendance at a prior meeting, they must abstain from approving the meeting minutes for the meeting since they cannot speak to what occurred at that meeting.

Member responsibilities

1. Represent the needs, opinions, and ideas of your respective group within Marquette University.
2. Report Student Health Advisory Board information back to your respective groups within Marquette University.
3. Recommend changes in services offered by Marquette University Medical Clinic, based on the best interest of the student body.
4. Serve as a liaison between the student body and Marquette University Medical Clinic.
5. Serve as a representative of Marquette University Medical Clinic.
6. Review comments, complaints, and compliments given to the Medical Clinic and its staff.
7. Actively participate in the publicity and marketing of Marquette University Medical Clinic.
8. Assist in survey research of Marquette University Medical Clinic
9. Attend and participate in board meetings and activities.
10. Serve on Student Health Advisory Board sub-committees.
11. Be familiar with Marquette University Medical Clinic policies, services, and issues; such as medical excuse policy, the confidentiality policy, and the immunization policy.