

**JOB DESCRIPTION  
 FOR MEMBERS OF THE  
 SOUTHEASTERN KIDNEY COUNCIL CONSUMER COMMITTEE**

**PURPOSE:** The Purpose of the Consumer Committee is to provide the Board of Directors and Medical Review Board with consumer views and concerns regarding all areas of the organization, quality of care and issues related to patient grievances and patient rights. It is also responsible for developing and implementing the Network’s grievance procedure and patient educational materials.

**TERM:** Unspecified

- EXPECTED MEETING ATTENDANCE:**
- Regularly attend meetings as scheduled (2 per year).
  - Participate as an ad hoc committee member if appointed.
  - Attend and participate in special events as needed.

- OBLIGATIONS OF THE CONSUMER COMMITTEE:**
- Convey the opinion of consumer views as related to all relevant topics.
  - Assist in the development of consumer driven patient educational materials as needs are identified.
  - Assist in developing and implementing the Network’s complaint and grievance procedure

- SPECIFIC DUTIES:**
- Attend meetings and show commitment to Southeastern Kidney Council activities
  - Be well-informed on issues and agenda items in advance of meetings
  - Contribute skills, knowledge and experience when appropriate
  - Listen respectfully to other points of view
  - Represent the Southeastern Kidney Council to the public and private industry
  - Educate yourself about the requirements of the contract with the Center for Medicare & Medicaid Services, and the Network’s Statement of Work