

Welcome to NACCHO's Advisory Groups

2014-2015 Orientation



The National Connection for Local Public Health



AGENDA

1. **Welcome and Introductions** – Georgia Heise, President
2. **NACCHO's Vision, Mission, and Core Values** – Robert Pestronk, Executive Director
3. **Committee/Advisory Groups and their Structure** – Anne-Marie Burton, Senior Director of Membership & State Partnerships,
4. **Expectation and Responsibilities** – Anne-Marie Burton, Senior Director of Membership & State Partnerships
5. **Policy Development and Policy** – Eli Briggs, Director of Government Affairs
6. **NACCHO Resources** – Ivey Wohlfeld, Project Manager- Advisory Groups
7. **Question & Answers** – Open to all



Orientation Materials

The following orientation materials are available online at www.naccho.org/about/committees/orientation.cfm

- NACCHO's strategic map
- List of the Board of Directors
- List of committees and workgroups
- Lead staff list for committees and workgroups
- Bylaws on committees and workgroups
- Appointment, terms, and operating procedures
- Advisory groups policy and procedures
- Advisory group structure diagram
- Expectations and responsibilities for members, chairs, and liaisons
- Guidance for external representatives
- External representative reporting form
- 2014 legislative agenda
- Policy development process



NACCHO's Vision, Mission, and Core Values



Public Health
Prevent. Promote. Protect.

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NACCHO
National Association of County & City Health Officials

Overview

- **Vision:** Health, equity, and security for all people in their communities.
- **Mission:** The mission of the National Association of County and City Health Officials (NACCHO) is to be a leader, partner, catalyst, and voice with local health departments.

Core values

Health Equity

Excellence

Participation

Respect

Integrity

Leadership

Science

Innovation



Strategic Map



The National Connection for Local Public Health



Revised Strategic Map

Lead and Support
Members to Advance
Population Health

Strengthen Local Health
Department Performance

Provide National Voice
with Local Health
Departments

Deepen Member
Engagement and Expand
Membership

Continue to Strengthen
NACCHO as an
Organization

- Adopted by the Board in July 2014
- Guides all of NACCHO's work
- Committee/workgroup members should continually think about how their projects and activities can achieve these strategic goals

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Advisory Group Structure

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- NACCHO's governance is comprised of the following groups:
 - Board of Directors
 - Executive Committee
 - Advisory groups: committees, workgroups, and standing committees
- **The Board of Directors:** Responsible for managing the business, property, and affairs of NACCHO
- **The Executive Committee:** Conducts the affairs of NACCHO between the meetings of the board

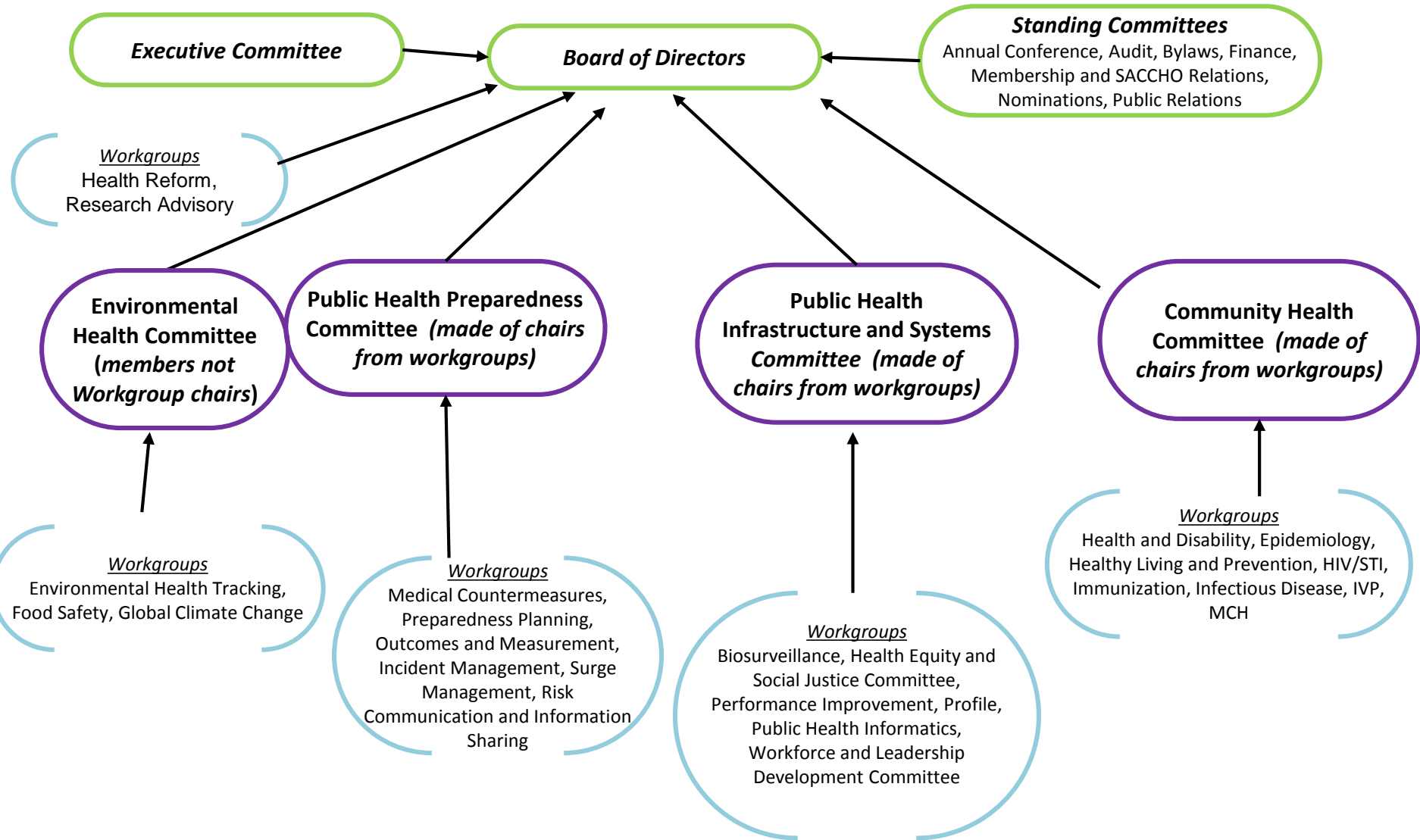


Advisory Group/Committee Structure

Advisory Groups:

- **Committees** work from a broad level to assure that NACCHO's work is aligned with the current strategic map. They also ensure coordination between workgroups with related content areas.
- **Workgroups** function at a more specific level and serve in an advisory capacity for NACCHO projects. Each workgroup reports to a relevant committee.
- **Standing Committees** are responsible for ensuring NACCHO's effective operation as a membership association and enhancing NACCHO's infrastructure to achieve its mission.





NACCHO's Advisory Groups Structure

Expectations and Responsibilities of Members, Chairs, and Liaisons



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Expectations and Responsibilities of Advisory Group/Workgroup Members

General expectations for all committee members include, but not limited to, the following:

1. Provide timely input and feedback on activities that NACCHO should initiate, modify, or end in order to accomplish the directions and objectives outlined in the strategic map;
2. Provide input in areas of policy that NACCHO should address and propose policy statements for the NACCHO Board of Directors;
3. Be informed about NACCHO's advocacy priorities and actively engage in advocacy efforts on behalf of NACCHO;
4. Share perspective on local public health trends, issues, and concerns;
5. Serve as a judge for the model practices program;
6. Provide a voice for NACCHO (presentations, testimony); and
7. Identify gaps not being covered by workgroups.



Expectations and Responsibilities of Chair and Vice Chair

Responsibilities for chairs include, but not limited to, the following:

1. With lead staff, develop a work plan that will allow the committee/advisory group to effectively and efficiently discharge its responsibility for the year - *a clear mission or purpose statement and a work plan and/or set of objectives for the year;*
2. Effectively facilitate conference calls and/or face-to-face meetings of the advisory group – *assuring inclusiveness and full participation;*
3. Make recommendations to lead staff reappointment of members to a committee or workgroup;
4. Work with lead staff to ensure that the work of the committee/advisory group is carried out between meetings;
5. Work with lead staff to assure workgroup/advisory group performance.



Expectations and Responsibilities for Staff Liaison/Lead Committee Staff

Each workgroup and committee has a NACCHO staff member (lead staff) who serves as an informed resource person to the chair and members of the committee/workgroup.

A lead staff member has several responsibilities to the group(s):

- Provide thorough orientation for new workgroup members on the history and work of the group;
- Provide administrative support for planning in-person meetings and conference calls;
- Work with the chair to develop agendas and conduct effective meetings;
- Facilitate communication of workgroup activities including maintaining and taking meeting minutes; drafting reports or proposed policies etc;
- Assure that a written and/or oral report of advisory group activities is provided to the board as requested; and
- Work with the chair to assure the work of the advisory group is connected with the strategic plan.



Policy Development and Advocacy



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Policy Development Process and Advocacy

- YOU are the **VOICE** of local health departments
- Staff relies on you to stay informed, provide input, and take action
- Advisory Group members ought to do the following:
 - Join the Congressional Action Network (CAN)
 - Read weekly *News from Washington* e-newsletters
 - Take action when requested on legislative priorities
- Participate in environmental scan of policy issues -
Provide local feedback/input on national policies and programs
- Respond to staff requests for updating and reviewing policy statements



NACCHO Resources



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NACCHO Tools and Resources

- **Model Practices Database** - is an online, searchable collection of innovative best practices across public health areas. These practices allow you to benefit from your colleagues' experiences, to learn what works, get strategies on how to re-implement effective programs with good results, and save time and resources.
- **Toolbox** - a free, online collection of local public health tools produced by members of the public health community.
- **NACCHO University**- online courses to help LHD staff develop knowledge and competencies. Users can design their own learning and take courses to advance their careers.
- **My NACCHO** - Your personal page/dashboard displaying the committees and workgroups you belong to.
- **SharePoint** - Each committee/workgroup website provides a central storage and collaboration space for documents, announcements, shared calendar, and discussion boards. Stay on top of your workgroup activities by visiting your work groups SharePoint page regularly.



Questions?



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