

## IV-1

# NACCHO Advisory Groups: Policy and Procedures

### **Policy:**

A number of standing committees designated by the Bylaws, and other advisory groups appointed by the president as necessary, are authorized to perform various functions in support of the NACCHO mission. In general, standing committees perform activities which are essential to the basic operation of the association, while advisory groups serve in advisory capacity to NACCHO programs and projects. Procedures should be approved by the Board to assure timely appointment of qualified advisory group members, to track the mission and responsibilities of the advisory groups, to identify the responsibilities of chairs and support staff, to define the authority of advisory groups, and to define the reporting responsibility of advisory groups.

Advisory group members are selected, to promote diversity on NACCHO advisory groups, and to ensure consistency in their operation. In general, advisory groups serve the following functions:

- (1) Provide local expertise to guide projects
- (2) Provide local feedback/input on national policies and programs
- (3) Provide a voice for NACCHO (testimony, speeches)
- (4) Fulfill specific tasks (judging awards, proposing annual conference sessions, reviewing publications)
- (5) Recommend/draft policies for the NACCHO Board
- (6) Respond to requests from NACCHO governance
- (7) Share perspectives on local public health trends, issues and concerns
- (8) Provide liaison to other organizations
- (9) Build relationships and assist in securing funding

### **Advisory Group Selection:**

The process for selecting members for advisory groups is designed to assure the participation of an adequate number of local health department representatives and to assure diversity. The criteria used in making selections include the following:

- (1) Expressed interests and preferences of local health department representatives
- (2) Recommendations from advisory group chairs and staff
- (3) Specific needs of advisory groups—particularly project-related groups—for continuity
- (4) The need for achieving diversity, including gender, geographic area, size of LHD, race, and culture
- (5) Inclusion of “new” NACCHO members not currently participating in NACCHO activities
- (6) Reserving the majority of positions for active, dues-paying members, to ensure that participation remains an important member benefit

Selection of advisory group members will be made annually by the president and president-elect, with input from the executive director or designee. Staff and chairs will provide the selection group with assessments of current and prospective advisory group members. All decisions in the final selection process will be made by the president and president-elect. Letters will be sent to all NACCHO members expressing interest in advisory group work, informing those selected of their appointment, and thanking those not selected for their interest. Additionally, the president may appoint members to NACCHO advisory groups at other times of the year as turnover occurs (see "Turnover," below).

### **Eligibility to Serve:**

In general, appointment to a NACCHO advisory group requires that the individual be employed by a health department or assign an affiliate member that is an active, dues-paying member of NACCHO. However, individuals with subject matter expertise, or persons outside the practice of local public health may be appointed in order to bring the expertise and experience necessary to adequately inform the work of the committee. Further, to the degree possible, each individual will serve on no more than one committee.

### **Terms:**

The terms of all advisory group members shall be for two years. Members may be reappointed to serve on the same advisory group for two consecutive terms, which amounts to four consecutive years. Upon reaching the term limit, a member may be reappointed to the same advisory group after being off of the group for at least one year.

### **Advisory Group Documentation:**

NACCHO maintains a list of all current advisory groups that details their scope of work, eligible membership, time commitment and meeting frequency and type. This document is attached to this policy and procedure. In addition, NACCHO maintains database records of all advisory group applicants and appointees.

### **Responsibilities of Advisory Group Members, Chairs and Staff:**

Responsibilities for advisory group members, chairs and staff are outlined on a document attached to this policy and procedure. This document is updated annually and used in the orientation packet and calls for new and existing advisory group members.

### **Authority of Advisory Groups:**

Each of NACCHO's advisory groups serves in an advisory capacity to the Board of Directors. Advisory groups generating ideas for NACCHO policy must follow the organizational process for approval by the Board (or, under time-sensitive circumstances, the Executive Committee). Advisory group members should not represent the organization or its Board with statements of policy, opinions on federal

policy or other activities outside their specifically delegated responsibilities and authorities.

### **Reports of Advisory Groups:**

At the request of the President, the work of all advisory groups shall be reported in a compiled format to the NACCHO Board of Directors in written form at the time requested. The report should be concise and summarize progress made toward the objectives set out at the beginning of the year as well as linkages to NACCHO's strategic map.

### **Turnover of Advisory Group Members:**

When members resign from the work of advisory groups, staff and chairs may recommend replacements to the executive director, who will take the recommendations to the president. The president may authorize refilling the vacancy and appointing such replacements. The same process is used if advisory groups need to add additional members outside of the timeframe for the annual application process.

### **Creation of New Advisory Groups:**

New advisory groups can be created at the discretion of the Board or Executive Committee. If possible, members for newly formed advisory groups will be selected through the annual appointment process. When new groups are formed outside of that timeframe, staff and chairs may recommend participants to the executive director, who will take the recommendations to the president. When a new group is formed, half of the group is randomly assigned a standard two-year term and the others are assigned a one-year term. This is done to ensure that the entire group does not rotate off at once. Both groups can be reappointed for a two-year term at the end of their first term. After the end of the second term, those members who have served only three years because of the initial short term may be recommended for reappointment to another two-year term. The final decision will be at the discretion of the president-elect and vice president.

### **Special Advisory Group Roles for Non-members:**

In some cases, groups need to include participants who are not current LHD staff for their expertise or organizational perspective. To address this need, four roles were created: alumni, ex-officio, partner and invited guests. The attached policy defines each of these roles, the maximum number of each type that a group can contain, and any criteria for an individual to qualify.

### **Orientation:**

NACCHO holds orientation calls each year for all new and returning advisory group members. These calls take place in the fall and highlight NACCHO's strategic map, advisory group structure, expectations of advisory group members and NACCHO resources (such as Model Practices and Toolbox). Orientation materials are online

throughout the year as a reference for all members and staff. Each year, one orientation call is audio archived for members who are not able to attend live.

**Recognition for Advisory Group Members:**

All members who are rotating off after completing a full term on an advisory group receive a letter and standard thank-you gift for their service. Advisory group chairs receive a different gift than general group members. These letters and gifts are sent out annually in the fall, following the completion of new advisory group appointments and the annual conference. Members who resign at other times during the year receive the same letter and gift.

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