

**The Prevention Research Centers'  
National Community Committee  
Operating Procedures**

**Submitted for vote September 2011  
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### **Vision Statement**

A national network of community representatives engaged in equitable partnerships with researchers to define local health priorities, drive prevention research agendas, and develop solutions to improve the overall health and quality of life of all communities.

### **Mission Statement**

The National Community Committee (NCC) of the Centers for Disease Control and Prevention (CDC) Prevention Research Centers (PRC) is dedicated to help build capacity in communities within local PRCs not traditionally involved in the planning, development, implementation, and evaluation of prevention research initiatives by:

- developing and facilitating education, training, resource sharing and technical assistance opportunities that encourage and enhance participation in research activities
- creating a supportive and culturally competent environment in which representatives can share successes, concerns, and other lessons learned
- advocating for policy change
- making recommendations to advance the work of individual community representatives, local centers, and the national PRC Program

### **Preamble**

The following policies and procedures were developed by the National Community Committee Policy, Procedures and Operations Subcommittee with substantial contribution from the broader NCC membership. The NCC Operating Procedures were drafted and have evolved to provide guidance for the operation and advancement of the National Community Committee. Members of the National Community Committee are appointed due to their demonstrated knowledge of community-based participatory research and commitment to share their experiences in order to build a national network of community voices and the necessary infrastructure to accomplish the goals detailed below.

## **Goals**

1. Lift up the community “dimension” of the PRC Program.
2. Assist in bridging gaps between the local PRC communities and the PRC academic researchers.
3. Highlight similarities and celebrate differences.
4. Offer training and development opportunities for community committee members.
5. Promote collaboration and cooperation among local community committees without limiting or restricting research activities and bring forth new creative ideas to enhance growth and development of the PRC Program.
6. Promote some consistency across local community committees without encouraging “Cookie Cutter” committees.

## **Article I: Organization Name**

The name of this Organization shall be the PRC National Community Committee, hereinafter referred to as NCC, or the Organization.

## **Article II: Membership**

The following guidelines will be considered by PRCs, their respective community committees and by the NCC in considering individuals for membership or affiliation:

### **Section 1: NCC Representatives**

- 1) The NCC recognizes the wide-ranging experiential base from which community representation might be drawn, which might include individuals drawn from private, public or non-profit sectors, local community organizations, and governmental agencies, among others.
- 2) The NCC respects the need for prevention research centers and their partner communities to designate as their NCC representative(s) individuals that would best represent their respective partnerships and would best contribute to the mission of the NCC.
- 3) The NCC values the experience, knowledge, and guidance of individuals that have previously, but no longer, serve as PRC-designated NCC representatives, but who may

have established and on-going linkages with the NCC and wish to continue their affiliation with and contribution to the NCC.

- A. Each PRC will select at least one individual, or as many as a PRC can support, to represent their center/communities on the NCC.
- B. The selected individual(s) should be actively involved with the PRC's community committee.
- C. Other roles and responsibilities of the NCC representatives include:
  - 1. Review of all materials distributed relating to NCC operations, including call agendas and minutes, guiding principles, etc... and respond when appropriate.
  - 2. Attendance by at least one of the identified representatives at two in-person meetings per year. The NCC Business meeting which may be scheduled in conjunction with planned PRC Conferences. The NCC also holds its Annual Planning Meeting each year at a rotating host site. (See Article V).
  - 3. Membership and participation in a sub-committee (See Article XI)
  - 4. Participation in at least 75% of all conference calls, which include NCC membership conference calls (held monthly) and subcommittee conference calls (generally held monthly).
  - 5. Participation in other planned NCC activities. If an NCC representative does not meet the above requirements of participation, the PRC or local community committee will be asked to identify a new NCC representative.

## **Section 2: NCC Affiliation**

- A. Affiliate membership in the NCC will be considered each year at the NCC Annual Planning Meeting and will be limited to 12 members (33% of the general membership).
- B. An individual who has previously served as a PRC-designated member of the NCC may be considered for affiliate membership of the NCC upon nomination by the NCC representative of the PRC that previously designated the nominee as its representative.
- C. An individual that has not previously served as a PRC-designated member of the NCC but whose affiliation with the NCC might enhance its capacity to achieve its mission may

be considered for affiliate membership upon nomination by any current member of the NCC.

- D. Nominations for affiliate membership should be distributed by the nominating representative for review 30 days prior to the annual meeting and include the nominee's bio and statement of anticipated contribution to furthering the mission of the NCC.
- E. The individual will be designated an affiliate member of the NCC upon majority approval of the NCC membership at its annual business meeting.
- F. An affiliate member of the NCC may serve on any committee of his/her choice; may participate in any activities, forums, and discussions of the NCC; but will not be eligible to hold NCC official posts, leadership posts, nor will the affiliate member be eligible to cast votes.
- G. An affiliate member may resign his/her affiliation at any time with written notice to the NCC Chair.

### **Section 3: Guidelines for Participation**

To contribute to a better understanding and collaboration among NCC representatives, the following Guidelines of Participation are encouraged:

1. Respect our diversity. We are an eclectic group of people: age, agencies, races, ethnicities, creeds, and organizational/agency affiliations. Diversity is our strength and we will embrace it.
2. Passion drives our work; We will use individual passion constructively, reframing from personal attacks and/or abusive comments.
3. Partner with trust and confidentiality. We will demonstrate and expect confidentiality when sensitive information is transmitted.

### **Article III: Leadership**

The leadership structure of the Organization shall be comprised of the following elected or appointed Officers: Chair, Chair-Elect, Vice-Chair, Past-Chair, Six (6) Regional Directors, and Chairs/Co-chairs of the four (4) standing subcommittees. The leadership structure shall also include a leadership team (See Article III Section 3).

## **Section 1: Elected Officers**

### **A. Chair**

1. Facilitate and plan all NCC meetings and meeting agendas.
2. Attend or participate in PRC Directors' and PRC Steering Committee meetings.
3. Facilitate communication between NCC members and the national PRC Program.
4. Identify emerging themes, concerns, and needs from the NCC body and local PRC communities.
5. Help define local and national health priorities based on input, feedback, and discussion with NCC.
6. Act as a mentor to the Chair-Elect in preparation for next leadership transition.
7. Responsible for signing legal documents as a representative of the NCC. Two NCC Officials' signatures will be required on all NCC legal documents. The Chair and Chair-Elect will have co-signatory authority for NCC legal documents. In the event that the Chair-Elect is unavailable, the Vice-Chair may serve as the co-signatory.

### **B. Chair – Elect**

1. Assume the duties of Chair in absence of the current Chair.
2. Assist Chair in facilitating and planning meetings and meeting agendas.
3. Participate or attend PRC Directors' and Steering Committee meetings.
4. Motivate and facilitate communication of NCC Regional Directors and their regions.
5. Build relationships and facilitate communication with the PRC Program Project Officers and other staff.
6. Act as a mentor for the Vice-Chair in preparation for the next leadership transition.
7. Facilitate the process of identifying and finalizing the selection of the host for each NCC Annual Planning meeting (Appendix A).

### **C. Vice – Chair**

1. Assume the duties of Chair in absence of the current Chair and Chair-Elect.
2. Become familiar with PRC and NCC operational procedures.
3. Facilitate communication between NCC leadership and the PRC Program office primarily through the PRC Community Liaison.
4. Facilitate communication between NCC leadership and other NCC members.

5. Work closely with the NCC Policy, Procedures, and Operations subcommittee (See Article XII) to maintain, organize, and update materials that document all processes, decisions, and activities of the NCC to increase understanding and maintain transparency in the leadership.
6. Facilitate the nomination and election process (See Article VIII - Nominations and Article IX – Elections).

**D. Immediate Past Chair**

1. Act as a mentor to and assist current Chair when needed.
2. Assume the duties of Chair in absence of the current Chairs (Chair, Chair – Elect, and Vice – Chair).

**E. Prior Past Chairs**

1. Act as mentors to and assist current Leadership Team as needed.
2. Prior Past Chairs will have no voting rights on the Leadership Team unless they hold another position of Leadership.

**F. Regional Directors (elected by NCC members in their region)**

1. Facilitate communication among NCC representatives within assigned region via conference calls, emails, etc.
2. Maintain, electronically archive and distribute meeting minutes for the Region.
3. Participate in meetings (conference calls and/or in-person) with all regional directors and other NCC leaders.
4. Familiarize any new NCC representatives within their region to the national committee which includes providing updates on current activities, results of past meetings and plans on future meetings and other activities.
5. Assist in planning activities for the NCC.

**G. Subcommittee Chairs/Co-Chairs (elected by NCC members of that committee - see Article XII for committee descriptions)**

1. Plan and facilitate all subcommittee meetings and meeting agendas.
2. Facilitate communication between subcommittee members and the Leadership Team.
3. Maintain, electronically archive, and distribute documentation of subcommittee meetings, members and work.
4. Ensure charge of subcommittee is being fulfilled.
5. Serve on the Leadership Team.

## **Section 2: Appointed/Selected Officer(s)**

### **A. Secretary (appointed by the Chair with the approval/consensus of the membership)**

1. Record activities, discussions, and decisions that take place during each NCC meeting.
2. Maintain files/records that include:
  - a. Past meeting agendas
  - b. Meeting attendance records
  - c. Current contact list for all NCC members
3. Summarize meeting notes for distribution to all NCC members and other interested parties (i.e., center directors, PRC Program office, etc.)

### **B. Treasurer (appointed by the Chair with the approval/consensus of the membership)**

1. Supervise the custody of funds and other financial assets of the Organization.
2. Present quarterly financial reports to the Leadership Team and Membership, and also upon request.
3. Perform other duties and assignments as directed by the Chair and Leadership Team.
4. Ensure funds and assets are secure and all monies due and payable to the organization are deposited in a timely manner.
5. Ensure that all financial activity of the fiscal agent be consistent with Generally Accepted Accounting Principles (GAAP).
6. Has signature responsibility in relation to fiscal or financial documents as a representative of the NCC. Two NCC Officials' signatures will be required on all NCC fiscal documents. The Treasurer and the NCC Chair will have co-signatory authority. In the event that the Chair is unavailable, the Chair-Elect may serve as the co-signatory.

**Section 3: Leadership Team** (team members will hold only one office within the leadership structure at any given time)

- A.** Comprised of up to fourteen voting members including four (4) Elected Officers (the Chair, Chair – Elect, Vice – Chair, and Past – Chair), six (6) Regional Directors, and four (4) subcommittee Chairs/Co-chairs.
- B.** Attend in-person meetings and participate in conference calls and other planned NCC Activities as stated in Article V, A-2.
- C.** Provide oversight and guidance to the Organization based on the collective voice of the membership.
- D.** Deliberate on identified issues, develop recommendations, provide said recommendations to the membership, and makes decisions on behalf of the membership unless otherwise stated in this document.

#### **Article IV: Terms of Office**

Terms of office shall be observed in the following rotation/succession, beginning in mid October of each year through the designated period for each office as indicated below.

- A. Chair:** 1 year as Chair and following year as Past Chair (2 year commitment)
- B. Chair-Elect:** 1 year as Chair- Elect and the following two years as Chair and Past Chair respectively (3 year commitment)
- C. Vice-Chair:** 1 year as Vice-chair and the following three years as Chair-Elect, Chair, and Past-Chair (4 year commitment)
- D. Past-Chair** (1year commitment)
- E. Secretary:** 2 year term (Renewable)
- F. Treasurer:** 2 year term *minimum* (Renewable)
- G. Regional Director:** 2 year *minimum* (Renewable)
- H. Subcommittee Chairs/Co-chairs:** (1 year Renewable)
- I. NCC representative:** 2 year *minimum* term is recommended to provide consistency and continuity within the NCC membership (Renewable)
- J. Affiliate member:** (1 year Renewable)

## **Article V: Meetings**

### **A. Conference Calls**

1. General members' conference calls will be held once a month. Additional calls may be scheduled as necessary by the Chair or other NCC leadership team members.
2. NCC leadership team shall meet via conference call between or prior to each general membership meeting as deemed necessary by the Chair or other leadership team members.

### **B. In-person Meetings**

1. At least two in-person business meetings will be held each year
  - a. The NCC Annual Planning Meeting will be held in the fall at the beginning of the PRC Program fiscal year.
  - b. The second business meeting will take place in conjunction with the Prevention Research Centers' Meeting, if applicable. .

## **Article VI: Voting**

- A.** Each NCC representative must be given an opportunity to participate in meetings where voting may occur by receiving notification, within 10 working business days, by email or regular mail.
- B.** Votes can be submitted through email, fax or regular mail prior to the vote taking place.
- C.** There is only **one vote** per center; therefore all of the active NCC participants from one PRC must determine how their single vote will be cast.
- D.** A simple majority of the PRCs represented, including the absentee votes received in accordance with Article VI. B, at the time of the vote constitutes a majority or quorum.

## **Article VII: Nominations**

- A. Nominations for any open leadership positions (except the Regional Director positions which is managed by each Region and for Subcommittee chairs which is managed by the Subcommittees) will be accepted no later than thirty (30) days prior to the Annual Planning Meeting. Nominations shall be accepted through email, telephone, facsimile, or regular mail.
- B. All nominees must have the support of their local PRC in writing, (See Appendix B).

## **Article VIII: Elections**

- A. Elections shall be held during the Annual Planning Meeting each year. Installation of officers shall follow the election process and elected officials shall immediately assume their new roles and responsibilities.
- B. Absentee votes can be sent via mail, email or fax, and must be received by the Vice-Chair no later than 7 working days prior to the Annual Meeting.
- C. Votes will be recorded by PRC and maintained by the Vice-Chair

## **Article IX: Vacancies**

Office succession will be observed when appropriate. Vacancies will be filled through a recommendation from the leadership team and confirmation by the membership.

The process for confirmation will take place via an email vote facilitated by the Vice-Chair within 30 days of the vacancy. Vice-Chair will send out the notice and allow at least 7 business days for reply. Confirmation will be a simple majority of responding PRCs.

## **Article X: Removal from Office**

The removal from office provision will be used in circumstances where an officer is no longer able or willing to fulfill his/her responsibilities and either requests to be removed or is recommended to be removed by the leadership team. This process will be enforced only after the leadership team has exhausted all avenues to reconcile the situation. The process for confirmation will take place via an email vote facilitated by the Vice-Chair within 30 days of the

vacancy. Vice-Chair will send out the notice and allow at least 7 business days for reply. Confirmation will be a simple majority of responding centers.

## **Article XI: Subcommittees**

### **A. Standing Subcommittees**

#### **Section 1: Policy/Procedures/Operations Subcommittee (PPO)**

The charge of this committee is to coordinate and/or draft language for and facilitate the review and revision process of the policies, processes, and operating procedures contained in the NCC operating procedures. The committee is also responsible for identifying and developing, external policy issues (e.g. IRB processes, funding, peer review, etc.).

#### **Section 2: Fund Development Subcommittee**

1. The charge of this committee is to provide a framework for development of financial and in kind resources for the programmatic activities and operational development of the NCC.
2. The Fund Development Subcommittee will seek the approval of the Leadership Team for all fund raising and grant seeking activities.
3. At the direction of the Leadership Team will assist with policies related to the development and support the NCC's infrastructure's sustainability, and on a yearly basis review the policies to ensure they are up to date.

#### **Section 3: Communications Subcommittee**

The charge of the Communications Subcommittee is to identify, develop and implement effective communication strategies to promote the National Community Committee to partners on local, regional and national levels.

#### **Section 4: Content Subcommittee:**

The charge of the Content Subcommittee is to identify, develop, expand and implement opportunities for shared learning about Community-Based Participatory Research (CBPR) to improve prevention research and the health and well-being of communities.

## **Article XII: Amendment Process**

A member (or group of members) who wishes to propose an amendment to the Operating Procedures (OP) shall submit the proposed amendment in writing to the **Policy /Procedures /Operations (PPO) Subcommittee** anytime during the calendar year. For a recommendation to be considered at the current year's annual meeting it must be submitted to the PPO Subcommittee no later than 90 days prior to the annual meeting. Such submission(s) should include an explanation of the problem that the proposed OP change addresses, and how the change will affect the operation of NCC. The PPO may *recommend* rejecting the proposed change as ineffective / not feasible, asking for a rewrite, or for more justification, or recommending the proposed change for a vote by the general membership during the Annual Planning Meeting. Said recommended OP change(s) **must be submitted in writing to all members no later than thirty (30) days prior to the Annual Planning Meeting** for formal adoption. A two-thirds majority vote of the membership is needed for adoption. In addition, the PPO will communicate its decision/ recommendation concerning the proposed amendment back to the author(s) no later than thirty days upon receipt.

### **Article XIII: Fiscal Agent**

An organization/agency interested in serving as the Fiscal Agent on behalf of the NCC must adhere to the following criteria:

- A.** Have a 501c3 status.
- B.** Have a clean external audit (no negative statements) within the past 12 months.
- C.** Have at least 5 years of fiscal management experience.
- D.** Have experience in managing a grant equal to or greater than the size of the proposed grant, when appointing a fiscal agent for a specific grant.
- E.** Be able to provide a negotiable indirect rate (an agreed upon management rate 15% or less).
- F.** Disclose any conflict or appearance of a conflict of interest.
- G.** Be a member of the NCC or working as a partner of an NCC member organization/agency.
- H.** Must enter into a signed agreement with NCC declaring agreed upon roles/responsibilities of both NCC and the organization/agency (See Appendix C).
- I.** Provide quarterly financial updates in writing to the membership.

#### **Article XIV: Recommended Usage for Leveraged/Discretionary Funding**

Leveraged funding will be used to develop and/or support the NCC infrastructure, develop plans for projects, and provide or facilitate training opportunities for NCC and other PRC community members. In addition, funds will be used for identified activities and day to day operations as approved by the Leadership Team.

#### **Article XV: CDC Provided Support Staff**

The CDC PRC Program office has committed to identifying a staff person to act as a liaison between the NCC and the Program office. The responsibilities of this person, *at minimum*, will include participating in NCC conference calls, attending in-person meetings, assisting in organizing committee meetings (e.g., setting up and providing conference call information to members, maintaining NCC listserv, etc) and making recommendations to the committee when requested.

#### **XVI: Grievance Process**

1. Internal solutions are desired. NCC chairs (immediate past, current, elected, and vice-chair) will be the key NCC members responsible to solve misunderstandings, receive reports, or initiate investigations.
2. According to the severity of incidents based on the initial report and/or investigation NCC chair will convene Special Commissions to investigate further and suggest recommendations which could include a request for apologies (private or public), internal suspensions, and/or a request of change representation to their respective PRC director and/or local community committee chair.

# Appendices

**Appendix A**  
**NCC Annual Planning Meeting Host Proposal**

## **NCC Annual Planning Meeting Host Proposal**

Thank you for your interest in hosting the PRC National Community Committee Annual Planning Meeting. The NCC Annual Planning Meeting has been an integral part of the committee's structure and function since the fall of 2003. It is important for NCC representatives to have a designated time and place to meet and share their experiences and lessons learned in a continued effort to enhance community participation in the PRC Program and other prevention research activities. To facilitate the formal process required to host an Annual Planning Meeting, please complete or do the following:

1. The NCC representative from an interested PRC should make a verbal declaration during one of the regular NCC conference call **one year in advance** of the desired host date and **prior to the Annual Planning Meeting of that current year.**
2. The NCC representative from an interested PRC, with the support of their local Community Committee and PRC Director, should submit a formal Letter of Intent (LOI) to the Leadership Team, no later than August 1<sup>st</sup>.
3. The interested PRC's NCC representative must submit a formal Proposal Package to the Sharrice White-Cooper ([swhitecooper@cdc.gov](mailto:swhitecooper@cdc.gov)), the NCC Liaison at CDC by **October 1<sup>st</sup>** and include the following:
  - a. A proposal cover letter signed by the Community Committee Chair/NCC Representative and the PRC Director
  - b. Contact information sheet (sample provided)
  - c. A draft agenda or plan for the 1, 2, or 3 day Annual Planning Meeting
  - d. Annual Planning Meeting logistics including hotel accommodations and transportation (sample provided)
  - e. Local or special attractions
  - f. Proposed budget (sample provided)
4. The decision will be made by a ballot process during the Annual Planning Meeting each year for the following year.

**NOTE:** (as an option)

**Interested host PRCs should contact the PRC Centers in that particular Region and invite them to partner in the hosting of the Annual Planning Meeting.**

**Contact information for Annual Meeting planning**

**Host/PRC Center Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**What year are you proposing to host the retreat?** \_\_\_\_\_

**NCC representative contact information**

**Name** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Email** \_\_\_\_\_

**Secondary contact information (additional contact for Annual Meeting planning)**

**Name** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Email** \_\_\_\_\_



## **Proposed Plan for Annual Planning Meeting Activities**

Please provide your proposed plan as host for the NCC Annual Planning Meeting. Your plan should include (but not limited to) the following:

- Brief description of your PRC, primary research focus, and partner community
- Estimated number of days for retreat and a list of potential activities (e.g., business meeting, community/University site visit, guest speakers, etc)
- Proposed location for NCC business meeting
- How planning and logistics for the Annual Planning Meeting will be organized (e.g., primary planner, planning committee, participant registration form (*see example below*), etc).
- Proposed budget for Annual Planning Meeting activities (*see attached budget sheet*)

## **Proposed Budget for NCC Annual Planning Meeting**

**Note:** In past years, the PRC Program has been able to offer each NCC Annual Planning Meeting Host PRC \$25,000 to help support meeting activities. The PRC Program will continue to provide financial support to the host PRC as the program budget will allow.

It is the discretion of the host site how funds offered by the PRC Program will be used to support NCC Annual Planning Meeting activities. Below is a list of items that may be considered during budget planning:

- Meals provided for attendees
- Lodging/hotel cost for participants
- Transportation costs (e.g., travel for sightseeing or site visits, transportation from hotel to meeting place, etc.)
- Supplies (e.g., paper, folders, etc.)
- Meeting space and/or equipment (e.g., hotel/university space, microphone, PowerPoint capabilities, etc.)
- Guest Speaker honorarium
- American Sign Language (ASL) interpreters (**this is required if any attendees are deaf or hard of hearing**)

**(SAMPLE REGISTRATION COVER LETTER)**

Greetings National Community Committee (NCC), it is with great pleasure that we, the \_\_\_\_\_ Prevention Research Center (PRC) extend the following opportunity to you:

**As NCC Representatives/Alternates, you are cordially invited to finalize your travel and lodging plans for the NCC Annual Planning Meeting in \_\_\_\_\_  
\_\_\_\_\_ October \_\_\_\_\_, 20\_\_\_\_\_.**

The \_\_\_\_\_ PRC will cover the cost of lodging for \_\_\_\_\_ room(s) / \_\_\_\_\_ nights per participating Center traveling to \_\_\_\_\_. Any additional nights stay is the responsibility of the individual Center.

You are encouraged to plan your travel to arrive in \_\_\_\_\_ on October \_\_\_\_\_ and to plan your return for the morning of the third day.

We ask that you complete the attached Registration Form by \_\_\_\_\_, and return to \_\_\_\_\_ the NCC Annual Planning Meeting Events Coordinator. If you have questions, please contact \_\_\_\_\_.

**SEE YOU IN \_\_\_\_\_!!!!!!!!!!!!!!!**

**(SAMPLE REGISTRATION FORM)**

**Centers for Disease Control and Prevention (CDC)  
Prevention Research Center (PRC) National Community Committee (NCC)**

**NCC Annual Planning Meeting  
Proposed Dates**

**Participant Information**

Participant Name \_\_\_\_\_

PRC Name \_\_\_\_\_

Participant's PRC Affiliation \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

**Please check one:**

NCC Representative \_\_\_\_\_ NCC Alternate \_\_\_\_\_ Other (please specify) \_\_\_\_\_

**Flight Information:**

Airport \_\_\_\_\_

Airline \_\_\_\_\_ Flight # \_\_\_\_\_

Arrival Date/Time \_\_\_\_\_ Departure Date/Time \_\_\_\_\_

**Special Needs:**

Smoking \_\_\_ Non-smoking \_\_\_ Vegetarian \_\_\_ Wheelchair access \_\_\_

Other (please specify) \_\_\_\_\_

\_\_\_\_\_

**Hotel Information**

Hotel Name

Address

City, Zip

Phone

Cost per night (include % tax rate per night)

Please return completed registrations to (specify email or fax)

By Due Date

**Appendix B:  
Sample Election Support Letters**

Sharrice White-Cooper  
Community Liaison CDC Prevention Research Centers Program  
4770 Buford Hwy NE MS-K45  
Atlanta, GA 30341

Dear Ms. White-Cooper:

At the UNC Center for Health Promotion and Disease Prevention, we are very pleased that our own Katie Barnes has been nominated for the position of Vice-Chair of the National Community Committee (NCC). We offer our wholehearted support.

Katie has been an active member of our Community Advisory Committee (CAC) for 8 years. During her time with our CAC she has been elected as chair twice. As you know, she has been an active member of the NCC for more than 6 years, serving most recently as Southeast Regional Director and on the Communications Committee. She worked with the Collaborative Evaluation Design Team from 2004-2008. In 2008, she helped lead our CAC in the production and supply of Threads of HOPE NC conference bags for the annual PRC conference. Currently she is in the midst of planning the 2009 NCC Annual Meeting which will be hosted by our PRC's community advisory committee. In all these roles, Katie has demonstrated unquestionable commitment, competence, strong leadership and excellent organizational skills.

We are confident that, if elected NCC Vice-Chair, Katie will fulfill the responsibilities admirably. She is dedicated to the mission of the NCC and passionate about participatory research and will make an excellent Vice-Chair. We are prepared to support her in this position and hope that we will have the opportunity to do so.

Sincerely yours,

A handwritten signature in cursive script that reads "Alice Ammerman".

Alice Ammerman, DrPH, RD  
Director

## Sample Email

Hello Columbia NCC Representatives (**Note: Email would be sent to all representatives listed for an absent PRC**)

As you know, the NCC retreat is scheduled for next week October 11-13. We are sorry to hear that a representative from your PRC will not be able to attend. However, we would like to give you the opportunity to vote for the NCC's next vice-chair.

Currently there are two nominees: Susan Kunz (Arizona) and Chizekie Maduka (Maryland). Attached is the NCC Election packet which includes voting instructions and personal statements from each of the nominees. Please review this information and select who you would like to be elected for this position (see email/electronic ballot below).

Remember, there is only one vote per PRC so some (off-line) discussion between the NCC representatives and alternates from your center may be needed. Please make your selection below and return this email by **COB Friday October 8, 2010** in order to be included in the final count.

If you have any questions or concerns, please do not hesitate to let me know.

Thank you and have a great day!

Katie Barnes  
NCC Vice Chair

## **Appendix C: Sample Election Ballots**

## Electronic NCC Ballot

Susan Kunz (Arizona)

Chikezie Maduka (Maryland)

# **NCC Elections Packet**

Contains:

Voting Instructions

Nominee's Personal Statements (2)

Ballot

## Voting Instructions

- Please remember that there is only one vote per PRC for each position so you may need to discuss your selection(s) among your NCC representatives and alternates.
- The nomination process is closed and no write-ins are allowed.

**NCC Leadership Team** - consists of the Chair, Chair-elect, Vice-chair, Past Chair, 6 regional directors and chair/co-chairs of 4 subcommittees. The role of the team is to organize and lead the activities and initiatives of the NCC and work to ensure that the committee continues to move forward towards meeting its set mission and vision.

**NCC Vice-Chair** - role is to support the leadership team by: 1) Assume the duties of Chair in absence of the current Chair and Chair-Elect, 2) Become familiar with PRC and NCC operational procedures, 3) Facilitate communication between NCC leadership and the PRC Program office primarily through the PRC Community Liaison, 4) Facilitate communication between NCC leadership and other NCC members, 5) Work closely with the NCC Policy, Procedures, and Operations subcommittee to maintain, organize, and update materials that document all processes, decisions, and activities of the NCC to increase understanding and maintain transparency in the leadership, and 6) Facilitate the nomination and election process. **Please note that each leadership position is transitional and the vice-chair, with good intentions, must be able to commit to the leadership for FOUR consecutive years of service.**

**Susan Kunz (Arizona)**

August 26, 2010

Fellow NCC Members,

Please accept this personal statement as an expression of my desire to join the NCC Leadership Team by accepting the nomination of Vice Chair. I understand that this is a four-year commitment that will require the investment of time and personal growth, as well as mentoring of new incoming leadership.

I currently serve as the Co-Chair of the Community Action Board of the University of Arizona PRC where I have been a member for ten years. I have represented the UA PRC on the NCC for three years, actively serving on the Content Committee.

I consider the NCC to be a very compelling and relevant voice for systems change. I enjoy the membership diversity and collaborative leadership style of the NCC and value it as a stimulating peer group. I have witnessed the maturation of the NCC over the past few years and I envision the power it has to advance genuine community engagement within the PRC Program as well as foster a culture of community engagement in the broader public health field. I would be honored to stand for election as Vice Chair to contribute to this movement.

For those of you who don't know me, my professional passion is matching resources with needs. I began my public health career as a Peace Corps volunteer in Colombia, South America where I retain strong relationships. Upon my return, I worked for the Tohono O'odham Nation in Arizona to build its health and human services department before receiving a scholarship to attend UC Berkeley where I received my Master's in Public Health degree. I returned to Arizona and began to focus on US-México border health issues, serving as Executive Director of the Border Health Foundation. I then provided private consultation in program development and evaluation for tribal governments and Hispanic/Latino border communities for another decade. I currently serve as the Director of Health Promotion and Disease Prevention at Mariposa Community Health Center in Nogales, Arizona on the US-México border.

I have experience in collaborative leadership, having founded and directed non-profit organizations, as well as chaired non-profit boards of directors. I enjoy professional mentorship of community members. I achieved my goal of working myself out of a job on several occasions and many colleagues I have mentored now serve in local, regional and international leadership positions. The Arizona Public Health Association recognized my efforts by granting me the Commitment to Undeserved People Award in 2006. I currently serve as an action learning coach for Leaders across Borders, a cross-border leadership initiative sponsored by the US-Mexico Border Health Commission and the CDC.

Thank you for your consideration.

Respectfully,  
Susan Kunz, MPH

# NCC Election Ballot

## NCC Vice-Chair Nominees

\_\_\_ Susan Kunz (Arizona)

\_\_\_ Chikezie Maduka (Maryland)

**Appendix D:**  
**Memorandum of Agreement for Fiscal Agent**

Memorandum of Agreement

This agreement, by and between the National Community Committee (hereinafter "NCC") and the Lena Mae Farris Foundation, Inc., a 501(c)(3) tax-exempt non-profit corporation (hereinafter "LMFF"), shall reflect the voluntary association and evidence the agreement between the parties.

Whereas, NCC requires assistance with certain accounting and administrative functions,  
Whereas, LMFF has the experience and ability to provide NCC with the required accounting and administrative oversight function, insuring compliance with IRS charitable regulations, and recognizing that

NCC will continue to raise funds to support its programs;

NCC will hold harmless LMFF for any costs or liabilities arising from any NCC activities engaged in prior to the date of this agreement;

NCC will provide LMFF with all available records of receipts and expenditures related to its operations upon request;

NCC will provide LMFF with all accounting records regarding past financial activities;

NCC will pay LMFF a 10% fee for receipt and disbursement of funds over \$50,000.00

LMFF agrees to perform the following tasks and functions in support of NCC:

LMFF will provide administrative (as related to accounting procedures and compliance with IRS charitable regulations), bookkeeping and accounting services;

LMFF will receive monies from or due to NCC resulting from NCC's operations and will maintain those monies in a separate NCC account or accounts, investing said monies where reasonable or feasible;

LMFF will regularly provide financial reports to NCC, including quarterly balance sheets, semi-annual income statements and the results of any audits, and maintain all NCC accounts in accordance with generally accepted nonprofit accounting procedures;

LMFF will disburse monies on behalf of NCC in accordance with the contractual obligations of NCC and upon request of NCC's designated representative.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

\_\_\_\_\_  
Cynthia Parker Robertson  
Executive Director, LMFF

\_\_\_\_\_  
Chair, NCC