

**New Orleans Health Department
Community Health Improvement Steering Committee Charter**

I. Purpose of Steering Committee

The Community Health Improvement Steering Committee will work in partnership with the New Orleans Health Department to help transform the overall health and quality of life for all New Orleanians. Through participating in various collaborative efforts, the steering committee will serve an advisory role in community health improvement decisions, activities, implementation, and evaluation.

II. Membership

Members of the Community Health Improvement Steering Committee were invited to participate in this effort based on their professional expertise. In addition to representing a diverse cross-section of professional sectors and areas of interest, the committee also represents a subset of the racial, ethnic, and socio-economic diversity present in the community-at-large. Participation in this steering committee is strictly voluntary. At no time during your tenure on the committee will you receive monetary compensation for participation. Finally, all members must be approved by the Health Commissioner prior to receiving an invitation to participate in this effort.

III. Roles and Responsibilities

The role of the larger steering committee body is to support the New Orleans Health Department's community health assessment and community health improvement planning efforts. Specifically the committee will be expected to assist in the development of the vision, mission, and values of the Community Health Improvement process, aid in assessment design, and recommend data collection methods where appropriate.

Each member of the Community Health Improvement Steering Committee is responsible to do the following:

- Join and participate on at least one sub-committee working group
- Attend quarterly steering committee meetings
- Attend related Community Health Improvement training opportunities
- Share all relevant data collected during this process with the New Orleans Health Department
- Provide recommendations to the sub-committee work groups regarding various deliverables

IV. Governance

Steering Committee:

- Meeting agendas will be distributed in advance of each meeting
- Meetings will start and end on time
- In the event that a steering committee member cannot attend a quarterly meeting, an alternate staff member may attend in their place
- Steering committee will consider sub-committee work group feedback when making recommendations
- Communication with the media is the sole responsibility of the New Orleans Health Department
- A secretary will be appointed to take and disseminate meeting minutes to the committee

Sub-Committees:

- Co-chairs are responsible for convening sub-committee members
- Meetings will start and end on time
- Co-chairs will provide quarterly updates on their progress during steering committee meetings
- Meeting minutes should be shared with the steering committee chair, Yvette Wing.

V. Meeting Schedule

Steering Committee Meetings will be held at quarterly intervals:

- December 2011, March 2012, June 2012, September 2012, and December 2012

Other dates to remember:

- MAPP Training- December 15-16, 2011
- Visioning and Forces of Change Assessment- February 2, 2012
- Local Public Health System Assessment- June 5-6, 2012