Preparedness Policy Advisory Group Charter

1. Purpose

The Preparedness Policy Advisory Group (PPAG) provides expert guidance to the National Association of County and City Health Officials (NACCHO) on policies and strategies related to public health preparedness. The group aims to enhance the preparedness capabilities of local health departments (LHD) and ensure community resilience against public health threats.

2. Objectives

- Advise NACCHO on public health preparedness policy priorities.
- Contribute to the development of policy statements and advocacy materials.
- Facilitate information exchange and best practices among local health departments.
- Promote innovative solutions for public health preparedness challenges.
- Ensure the needs and perspectives of local health departments are represented in national policy discussions.

3. Membership

PPAG membership consists of one representative from each of the 50 states and four cities directly funded by the Centers for Disease Control and Prevention (CDC). Members are selected based on their experience and expertise in public health preparedness to ensure comprehensive representation across diverse geographic regions and populations. In states where LHDs are units of the state government, PPAG representatives may be from the state health department level. In addition, the chairs of NACCHO’s other preparedness workgroups are de facto members of the PPAG.

4. Roles and Responsibilities

- **Chair**: Leads meetings, sets agendas, and represents PPAG in NACCHO activities.
- **Co-Chair**: Assists the Chair in leading meetings and assumes the Chair’s responsibilities in their absence.
- **Members**: Attend meetings regularly, contribute to discussions, participate in subcommittees as needed, and provide feedback on policy documents.
- **NACCHO Lead**: Facilitates communication between PPAG and NACCHO, provides administrative support, and ensures alignment with NACCHO’s goals and objectives.

5. Meetings

- **Frequency**: Meetings are held monthly.
- **Schedule**: Every third Wednesday from 3:00 PM to 4:30 PM EST.
- **Format**: Virtual meetings are held via zoom.
6. Terms

In accordance with NACCHO’s Bylaws, the terms for all workgroup members, including the PPAG, shall be for two years. A PPAG member may be appointed to serve additional two-year terms based on participation and contributions to the workgroup. There is no maximum term limit; however, consideration shall be given to the members’ participation and engagement in PPAG activities (e.g., monthly PPAG meetings, feedback on federal public health preparedness policy issues and initiatives) when renewing terms.

7. Decision-Making

Decisions within PPAG are made by consensus. If consensus cannot be reached, a majority vote will be used. Each member has one vote.

8. Subcommittees

PPAG may establish subcommittees to focus on specific areas of public health preparedness. Subcommittees report back to the full group with their findings and recommendations.

9. Reporting

PPAG reports to NACCHO’s Preparedness Division and provides regular updates on its activities and recommendations.

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For any queries regarding the Preparedness Policy Advisory Group, please contact Preparedness@naccho.org.