

St. Luke's Nurse-Family Partnership Community Advisory Board Bylaws & Operating Procedures

Guiding Principles: The St. Luke's VNA Nurse-Family Partnership® (NFP) Community Advisory Board (CAB) is a collaboration of community partners who seek to ensure the NFP program's success and growth in the Lehigh Valley and statewide. The CAB will seek to continually engage current and new stakeholders. The primary roles are to provide advice and support on decisions affecting the implementation, program growth and sustainability over time in key areas such as:

- Enrollment, referrals, and referral assistance
- Continuity of care
- Expansion and sustainability
- Engaging stakeholders and ambassadors
- Marketing and public relations
- Advocacy and legislative contact

The CAB will also seek support from community partners who will:

- Serve as knowledgeable day-to-day advocates
- Support NFP community events
- Encourage referrals and referral assistance
- Support NFP awareness regionally and statewide.

Mission and Vision: The CAB is committed to improving the socio-economic and health status of residents in Lehigh and Northampton counties in the Commonwealth of Pennsylvania through the creation of strong, self-sufficient family units. The vision of the CAB is to successfully support the – St. Luke's VNA NFP program through providing leadership, community involvement, engagement and maximizing available funding.

Membership: The CAB will consist of 10-15 members. Members shall be representative of the following categories:

- Recognized community leaders or policy makers
- Formal and informal neighborhood leaders
- Leaders from partner service organizations in health, education, work force development, human services and others
- Local partners representing businesses, corporations, hospitals and foundations
- Representatives from referral sources to NFP(e.g., WIC, health providers, schools)
- Representatives of faith-based organizations.

The CAB will be staffed by the NFP administrator and program managers. CAB members may serve as long as they choose and are able to meet the responsibilities outlined in this document. If a member chooses to resign from the CAB notification should be made to the NFP administrator/program manager.

Function and Responsibilities may include. . .

- Attend quarterly NFP CAB meetings
- Actively link and mobilize community stakeholders, partners, funders and volunteers to identify opportunities for resource development and collaborative funding to meet the identified needs of the NFP program
- Assist and advise efforts to continually keep NFP in the forefront of community awareness
- Encourage continued community support and interest in the program, its growth and development
- Participate in an aggressive search for additional funding sources beyond the established funding structure to ensure the ongoing viability of the program;
- Monitor program progress and assist with communication to key stakeholders regarding its successes
- Review program outcomes, continuous quality improvement activities, and assist in the development of goals for future program growth and development
- Discuss the general challenges and barriers clients face in meeting their goals and assist the NFP team in brainstorming solutions
- Promote and discuss additional opportunities for community collaboration
- Review and make recommendations on potential additional or replacement CAB members
- Support the nurse home visitors with encouragement and resources
- Advocate for the needs of NFP with legislators, local representatives and state leaders

Meetings: Meetings will be quarterly on the following months: January, April, July, and October. The estimated time requested for involvement in the CAB is 1.5 hours per quarter.

Minutes: Minutes will be taken during CAB meetings and distributed to CAB members prior to the next scheduled meeting.