St. Luke's Nurse-Family Partnership Community Advisory Board Charter

Purpose: The Nurse-Family Partnership® (NFP) Community Advisory Board (CAB) will provide strategic guidance for the implementation and expansion of the program. It will establish a community support system for the program and promote program quality and sustainability. The CAB will provide guidance and recommendations to the NFP team on how to sustain the program and how to better serve mothers and their children.

CAB Member Responsibilities:

- Act as an ambassador for NFP in the community
- Provide recommendations regarding fundraising opportunities and contacts
- Increase public awareness regarding NFP
- Help the agency with community linkages to increase and sustain referrals to the program
- Attend quarterly meetings and provide guidance regarding strategic goals for sustainability and expansion
- Review quality improvement data and make recommendations for program improvement
- Identify in-kind and other material resources from the community

Meeting Frequency and Duration: The CAB will meet quarterly at 3:00pm-4:30pm on the last Monday of the month (unless otherwise noted) in the months of January, April, July and October.

Meeting Location: Meetings will be held at the St. Luke's Community Health Office at 1530 8th Ave., Suite 102, Bethlehem, PA 18018.

Membership: The CAB will be composed of between 10 to 15 community members representing a diverse group of stakeholders who appreciate and understand the value of NFP.

Membership/Term: CAB members will be selected from the community at large and affirmed the NFP administrator/program manager. There is not a set term limit, however if a member wishes to resign they should submit notification to the NFP administrator/program manager.

Advisory Role: CAB members will serve in an advisory capacity providing guidance and support.

Staff: The CAB will be staffed by the NFP program administrator, program managers, and support staff.