

(4.4) Community Advisory Board Membership Management

Overview

Purpose

The West Virginia Clinical & Translational Science Institute (WVCTSI) and Community Engagement and Outreach (CEO) Core realize the importance of seeking community input into project ideas, designs, and translation that impact community members, including clinicians and patients, around the state. The Community Advisory Board (CAB) membership is identified and selected to serve as a resource for community project input and feedback for project teams and to help inform WVCTSI's research agenda and dissemination efforts. The CAB is comprised of community members (patients, caregivers, community leaders, etc.) representing the WVCTSI's focus areas and geographic districts in West Virginia.

Scope

This document outlines the CAB membership structure and process for ensuring membership obligations and responsibilities are met by the membership.

Policy

Designated CAB staff within the WVCTSI should first be notified of individual community member nominations in order to determine committee space availability and to define expectations.

Procedures

1. Topic of experience and expertise as well as geographic location of each individual are considered prior to invitation to join the CAB.
2. Upon nomination, individuals are contacted by WVCTSI staff for consideration and sent an orientation packet with background information briefly introducing them to WVCTSI.

3. Once approved by the WVCTSI staff, a formal invitation is sent to the nominated individual, describing their role as part of the CAB.
4. New members will be added to the appropriate listserv to receive recruitment and dissemination information from the WVCTSI.
5. Each member is asked to participate in two face-to-face and two teleconference meetings per year.
6. Each year the CAB will nominate and vote on a vice chair. The current vice chair will be promoted to chair after at least one year of serving as vice chair.
7. In the event a chair or vice chair is unable to fulfill the year-long commitment, a new nomination and vote will take place at the next CAB meeting.
8. The designated CAB support staff will handle all meeting logistics; not limited to setting the agendas, and recording and distributing meeting minutes.
9. The CAB support staff will also communicate all relevant project information and materials to the membership on a regular basis, as well as solicit feedback for those projects requesting input from the CAB.
10. If a member is unable to continue on the CAB, they will provide a written statement to the CAB support staff and be relieved of all CAB duties. Membership details can be found in the CAB Bylaws.

Roles and Responsibilities

1. **Committee Chair:** Responsibilities include assisting in conducting meetings, providing leadership to other committee members toward their obligations and responsibilities, ensuring the meeting agenda is appropriate and meaningful to the group.
2. **Committee Co-Chair:** Responsibilities include assisting in setting up meeting times and locations, welcoming new members, and providing assistance to the committee chair and WVCTSI support staff.
3. **Coordination Lead Support:** Responsibilities include providing direct board member communication by serving as their point-of-contact in the WVCTSI. The Coordinator will organize agenda development, meeting structure/attendees, and meeting minute distribution, as well as follow-up on board action items established during the meetings (i.e. collect feedback on study materials, etc.)
4. **Administrative Lead Support:** Responsibilities include reserving and setting up meeting space and/or telecommunication equipment, preparing meeting materials, assisting with the coordinator on meeting structure, and keeping records of CAB general information.

5. Managerial Lead Support: Responsibilities include overseeing the development and process of CAB meetings and activities, monitoring planning and goal-setting for the board, and tracking the metrics to evaluate success.

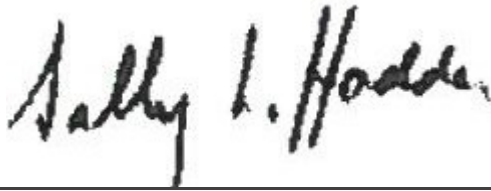
References and Authority

N/A – There are no institutional policies referencing membership administration.

Approval and Authority to Proceed

I approve the project as described above, and authorize to proceed.

| Name | Title | Date |
|---------------------|--|-------------|
| Sally L. Hodder, MD | Director, West Virginia Clinical and Translational Science Institute | |



Approved By

11/01/2020
Date