

American Public Health Association

Council of Affiliates*

2017-2018

Leadership Guide

*Note: Name changed to *Council of Affiliates* June 18, 2012 from
Committee on Affiliates

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APHA Council of Affiliates

The Council of Affiliates (CoA) was formed to promote efficient and effective communication and coordination of affiliate activities and affairs with APHA. The CoA has evolved into a collaborative relationship between APHA and each of the affiliated associations, with both working to strengthen the other. The CoA will ensure that each entity is empowered by the other, recognizing that affiliate activity is critical to APHA success and likewise, APHA affiliate resources are essential to strengthen each affiliate and keep the collaborative cycle active.

The CoA:

- Promotes active involvement of affiliates in APHA programs and activities through effective communication;
- Keeps APHA informed of affiliate activities, advocating for involvement and assistance when needed;
- Identifies and works to resolve affiliate concerns;
- Maintains working relationships with the Executive Board and Governing Council as well as with other APHA groups and committees including the Inter-Sectional Council;
- Organizes and conducts several activities every year at APHA's annual meeting including:
 - Affiliate Day
 - Affiliate Scholarship and Awards Reception
 - Candidates Forum
 - Scientific Sessions (3)
 - Poster Sessions (graduate, undergraduate and affiliate)
- Plans and coordinates joint meetings of Affiliates and Intersectional Council-Steering Committee (ISC-SC) members at CoA/ISC midyear meeting and APHA annual meeting
- Works collaboratively with APHA Affiliate Affairs staff.

The CoA consists of the Chair, Chair-Elect, Immediate Past Chair, Secretary, 10 regional representatives, Staff of Affiliates representative, At large member, Student Assembly representative, and 3 action board representatives. There can also be liaisons, including historian and early career professional representative(s). APHA Affiliate affairs staff participate in all CoA leadership team and full CoA meetings.

The CoA Chairperson serves as an ex-officio member of the APHA Executive Board. The CoA Chairperson is a voting member of the Executive Board. (As of August 2012)

Affiliated Associations

There are 54 APHA affiliated associations including California –North, California –South, New York State, New York City, Washington DC and Puerto Rico along with the remaining 48 states. Each affiliate has an elected Affiliate Representative to the Governing Council (ARGC) from among whom ten Regional Representatives are selected to serve as members of the Council of Affiliates. See the excerpts from the APHA Bylaws appended to this document for more information about affiliates and the CoA.

Affiliates receive the following benefits from APHA

- All-expense paid orientation at APHA headquarters for affiliate president-elect
- Visit from APHA President at affiliate's state annual meeting once every three years with travel expenses paid by APHA
- In-person meetings: CoA Mid-Year Meeting or President-Elect meeting with APHA Executive Director
- Advocacy training and materials
- Monthly APHA Legislative updates
- Access to Affiliate Online Community
- Access to technical assistance and training
- Affiliate grant opportunities
- APHA membership list from affiliate's state to help promote affiliate's annual meeting and to recruit for affiliate membership
- Complimentary subscriptions to *The Nation's Health* and the *American Journal of Public Health*
- Part of unified voice speaking on behalf of and promoting public health nationwide
- Discounted services and products: internet marketing and business management applications, general liability and Directors & Officers insurance
- Conference call service for Regional conference calls/meetings
- APHA Legislative and Health Reform updates (electronic)
 - Discounted Services and products: Convio
 - Access to advocacy materials and support
 - Access to policies approved by governing council
- Consideration for five Council of Affiliates awards:
 - Award of Excellence
 - Outstanding Affiliate of the Year
 - CoA Chair's Citation
 - Outstanding Student of the Year
 - Lifetime Achievement Award
- Consideration for the Executive Director's Award
- Annual Meeting events/activities:
 - Affiliate Day
 - Affiliate Scholarship and Awards Reception
 - CoA scientific sessions to help build affiliate organizational development skills
 - CoA poster session
 - Joint CoA/ISC Meeting
 - Candidates Forum
 - Affiliates Technical Assistance Program

CoA Chairpersons

2016	Eldonna Chesnut, Kansas
2015	Patricia D. Parker, Missouri
2014	Nancy Shapiro, Ohio
2013	James Dale, Colorado
2012	Catherine Cooksley, Texas
2011	Pamela Aaltonen, Indiana
2010	Terri Sasser, Mississippi
2009	Lynn Abramson, Connecticut
2008	Stephen Keener, North Carolina
2007	Elizabeth Zelazek, Wisconsin
2006	Marc Hiller, New Hampshire
2005	Giorgio Piccagli, California
2004	Louise Anderson, Indiana
2003	Sylvia Bookbinder, New Jersey
2002	Richard Cohen, Pennsylvania
2001	Ingrid Davis, Michigan
2000	Marvin Rubin, New Jersey
1999	Karen Valenzuela, Washington
1998	Mike Smeltzer, Ohio
1997	Jessie Yoas, Texas
1996	Pat McGeown, New York
1995	John Muth, Colorado
1994	Elsie Eyer, Arizona - D ¹
1993	Ted Hanekamp, Kentucky - D
1992	Harry Perlstadt, Michigan
1991	Colleen Hughes, Idaho
1990	Elaine Anderson, Connecticut
1989	Bernie Weintraub, California
1988	Myron Allukian, Massachusetts
1987	Robert Jones, Indiana

¹ D - deceased

CoA Officer and Member Responsibilities

CoA officers and membership have numerous responsibilities. *The Chairperson, Chairperson-elect, Immediate Past Chairperson, and Secretary each serving a one-year term, comprise the CoA's Executive Committee and are voting members of the CoA.* The following listing provides a general outline of responsibilities by various positions on the Council of Affiliates:

Chairperson Responsibilities:

1. Convene the CoA and coordinate its activities with the Affiliate Affairs staff
2. Communicate with CoA members, and ARGC's in consultation with staff by webinar, conference call or other means at least twice per year. Affiliate staff will help with call coordination and agendas. One call, early in the year, should be an orientation for members new to their role and the second, about 1-2 months prior to the Annual Meeting, should serve to educate CoA members and ARGCs on their role at the Annual Meeting. Other topics to be included as indicated.
3. Consider assigning a mentor to each new CoA member
4. Assure that ARGCs from constituent states understand their function and responsibilities
5. Develop and coordinate monthly/periodic conference call/webinar agenda, in conjunction with Affiliate Affairs staff. Send notifications and/or reminders to CoA members
6. Facilitate early communication with affiliates through Regional Representatives on ideas for Affiliate Day and other activities conducted in conjunction with the APHA annual meeting
7. Monitor and assure compliance with established annual CoA budget
5. Use, review, and modify CoA multi-year work plan in collaboration with the CoA members
6. Facilitate follow through by members on assigned responsibilities
7. Follow up and report on matters referred to other APHA entities
8. Receive recommendations for candidates, appointed or elected, from the *CoA Nominating Committee* during the APHA leadership appointment process for the upcoming year
9. Write letters of recommendation for candidates received on behalf of CoA and submit to APHA governance by required deadline
10. Make recommendations to the APHA Executive Board for leadership appointments, including Action Board and committee appointments. CoA has standing representation on Committee on Social Responsibility (CSR) and APHA membership committee.
11. Receive recommendations and reports from the *CoA Policy Committee* led by a CoA representative to the Action Board
12. Appoint *CoA Awards Committee* and collaborate with its Chairperson on the organization of the Annual CoA Reception. Serve as moderator at the CoA Reception
13. Appoint Ad Hoc members from affiliates to serve on APHA or CoA workgroups and committees as requested
14. In consultation with the CoA Executive Committee, determine if and when an Advisory Member is necessary.
15. As a voting member, actively participate in APHA Executive Board and committee meetings, communicating CoA interests, ideas, and concerns
16. Maintain ongoing communication with APHA units, as appropriate.
17. Collaborate with ISC Chairperson on issues of mutual interest and participate in ISC conference calls or delegate that responsibility to the Chairperson elect
18. Work with ISC Steering Committee Chairperson to plan agendas for Mid-Year Meeting and joint meetings at the Annual Meeting, e.g., Sunday afternoon joint meeting

19. Participate in APHA's orientation of affiliate Presidents-elect, collaborating with Affiliate Affairs staff on the agenda
20. Collaborate with Affiliate Affairs Staff in making sure that space is reserved by mid-February or when requested by Conference services for activities at the Annual Meeting
17. Work with Affiliate Affairs staff to follow-up with affiliates who have not paid their dues
18. Write annual report for inclusion in the Annual Meeting materials for the CoA and Governing Council (generally due about 4 -6 weeks prior to annual meeting)
19. Assure leadership transition
20. Consult with immediate past chairperson as needed

Immediate Past Chairperson Responsibilities:

1. Arrange for *Scientific Sessions* at Annual Meeting in consultation with Affiliate Affairs staff
2. Chair CoA Nominations committee seeking candidates for APHA elected positions (due in April), APHA Committee leadership appointments (due in June), and CoA Chair – Elect and Secretary (due by annual meeting).
3. Review and update the CoA Leadership Guide
4. Liaison with ISC as directed by the chairperson
5. Liaison with Past CoA Chairs on special projects as directed by the CoA

Chairperson-elect Responsibilities:

1. Assist with Affiliate Day at Annual Meeting
2. Participate in ISC Conference calls, as delegated by the Chairperson
3. Coordinate Candidates' Forum with ISC Chairperson-elect
4. Along with the Chairperson, organize and coordinate CoA business meeting following the Candidates' Forum to consider candidates
5. Coordinate CoA fund raising efforts (reception, awards, poster session awards) in conjunction with chair and affiliate staff

Chairperson-elect is elected from the CoA membership each year to serve a three year commitment as Chairperson-elect, Chairperson, and Immediate Past Chairperson. Leadership continuity is provided by this arrangement. The Chair-elect must be a member of the CoA at the time of election. Continued voting membership on the CoA during the subsequent two years is based on occupying the position of Chairperson or Immediate Past Chairperson.

Secretary Responsibilities:

1. Attend all meetings of the CoA
2. Complete roll call for all official CoA meetings
3. Take minutes at official CoA meetings
4. Assure that approved minutes are on file at APHA and loaded on the online community
5. Participate on Executive Committee

Secretary – is elected from the CoA membership each year. The secretary must be a member of the CoA at the time of election. A minimum of one year service on the CoA prior to be elected is preferred.

Regional Representative Responsibilities:

1. Update APHA on affiliate leadership changes
2. Maintain regular contact with affiliates and facilitate communication between APHA and Affiliates. Encourage monthly or at least quarterly calls with their region to include ARGCs, and affiliate leadership.
3. Encourage affiliates to attend CoA events at Annual Meeting
4. Mentor ARGCS and President-Elects within their region

***Regional representatives** are responsible for keeping states in their regions informed of affiliate news, opportunities, and activities, and for communicating to the CoA Chairperson the concerns of affiliates in their regions. Each regional representative carries out these responsibilities by being in direct, regular contact with the ARGCS of the states in their region. Regional representatives should also identify any new ARGCS in their region in order to provide them with guidance and information as they assume their responsibilities, and try to arrange brief in-service training sessions with them at an upcoming annual meeting (ideally sometime around Affiliate Day). The **Regional Representatives** can serve more than one term at the discretion of the ARGCS in their Region*

Student Assembly Representative Responsibilities:

1. Assure communication between the Council and the Student Assembly
2. Organize student and affiliate poster sessions at APHA annual meeting
3. Actively participate in CoA activities
4. Represent the interest of CoA with the student assembly
5. Manage Student Assembly's Affiliate Liaison program

Student Assembly (SA) Representative will be the treasurer of the SA. This role is chosen by SA and is a one year term. This person is a voting member of the CoA. The treasurer elect will attend CoA meetings with the SA representative as a non-voting member to learn about the CoA so that they can be a productive engaged representative the following year. This person will not be a voting member of the CoA.

At-Large Member Responsibilities:

1. Communicate ideas, concerns and issues related to APHA/Affiliates to Chairperson
2. Actively participate in CoA activities
3. Represent the interests of the CoA to APHA

At-Large Member, Affiliate Staff:

1. Actively engage other affiliate staff through regular communication
2. Share affiliate staffs' ideas, concerns and issues to strengthen both affiliates and affiliate/PHA initiatives
3. Facilitate affiliate staff meetings at the Annual Meeting

***At-Large members** are appointed by the APHA Executive Board on the recommendation of the Council of Affiliates. Additionally the Council of Affiliates recommends three individuals for appointment to the Action Board (one per year) who each serves a staggered term of three years. While on the Action Board, the three individuals are ex officio members of the Council of Affiliates.*

Advisory Members

*The CoA may elect to include in their meetings **Advisory Members**. These individuals shall be members of an Affiliate and APHA and provide expertise and/or information necessary for the CoA operation. An example of an Advisory Member includes a previous CoA member who continued to advise the CoA on the development and revision of the Affiliate Self-Assessment. The CoA Chair, in consultation with the CoA Executive Committee, will determine if and when an Advisory Member is necessary. Advisory Members do not have a vote on the CoA and serve until their service is no longer needed. Advisory Members may participate in the mid-year meeting by conference call as needed and may have access to conference calls to conduct the business/service which they have agreed to provide.*

Liaisons

A liaison is chosen by the CoA for a specific skill set or from a specific component to add value to the CoA. Term can be renewed annually as deemed appropriate by CoA Leadership team.

All Council Member Responsibilities:

1. Maintain communication with and seeks guidance and input of constituent states of APHA/Affiliate matters
2. Communicate ideas, concerns and issues related to APHA/Affiliates matters to Chair
3. Promote intra-regional sharing of mutually beneficial operational or programmatic information
4. Facilitate identification and resolution of public health problems requiring interstate or regional action
5. Serve on APHA boards, task forces and other committees when representation from the CoA is germane to the group's function
6. Submit names to CoA nominating committee for potential APHA and CoA leadership positions.
7. Mentor new members to the council as requested by the Council of Affiliates Chair. A suggested guideline for mentor/mentee use may be found within this Leadership Guide.

Role of Affiliate Representative to the Governing Council:

The ARGC is expected to assist the Affiliate President and the Affiliate in supporting and stimulating the APHA/Affiliate relationship by:

1. Ensuring that APHA is informed on a timely basis of all changes in the affiliate leadership
2. Encouraging and promoting affiliate leadership participation in APHA activities specifically designed for affiliates such as Presidents-Elect Meeting and Affiliate Day at APHA's annual meeting
3. Working with the affiliate president to ensure timely payment of annual APHA dues assessment
4. Staying informed and prepared with the policy direction of the Affiliate in order to effectively represent the Affiliate at the APHA Governing Council
5. Assisting APHA, in cooperation with the Affiliate President and legislative chair, with legislative advocacy and implementation of approved APHA policies and resolutions
6. Encouraging affiliate participation in the development and submission of grant and project proposals to APHA
7. Urging affiliate and students in affiliates to submit posters for Poster Session at the Annual Meeting

8. Attending Affiliate Day, Affiliate Awards Reception, and Governing Council sessions which occur prior to and during the APHA Annual Meeting
9. Maintaining ongoing communication with other ARGCS and the Council of Affiliates Regional Representative
10. Elect Regional Representative (odd numbered regions during odd numbered years, even numbered regions during even numbered years)

CoA Nominating Committee (established in 2015)

At the APHA Annual Meeting, the CoA will approve a Nominating Committee to be chaired by the rising CoA Immediate Past Chair. Nominations Committee membership will consist of ARGCS and/or CoA members – if other affiliate members wish to participate they may as long as they are also APHA members.

Committee Member Duties

1. Solicit potential nominations from the ranks of CoA members, Regional Representatives, ARGCS, and Affiliate members (who are APHA members) for open APHA-appointed positions. For open APHA-elected positions, extra focus may be targeted to Affiliate members who have already functioned in an APHA leadership position, such as past CoA member (Regional Representatives, Secretary or Chair), APHA appointed positions, or Governing Council committees such as Nominating.
2. Review their respective Affiliate's APHA membership list for other potential nominees
Actively participate in committee discussion of candidates and the group must reach consensus to send the nominees forward to full CoA.

The Committee will meet monthly starting in January until all nominating work is completed. Prior to beginning their work the committee will need to identify what APHA elected positions and committee positions will be open. This information can be obtained from the APHA nominating committee chair or a committee member for the elected positions and from APHA governance staff for the committee openings. The CoA Nominations committee will send out a call for candidates at the January and February CoA meetings. The chair will compose a letter to go to all Regional Representatives that should be shared with all ARGCS (sample letter will in the appendix). This letter will ask affiliates to submit names of potential elected position candidates to the CoA Nominating Chair by the end of February. The committee will then contact candidates to determine if they willing to run and request the required paperwork be completed and sent to the committee. Should multiple candidates be interested in running the committee will review all documentation and then chose whom they feel to be the best candidates(s) to but forward to the CoA. The goal would be to have a slate of candidates to submit to the CoA no later than the March meeting.

This Committee will propose CoA nominees to be recommended by the Chairperson for open APHA appointed and elected leadership positions as well as CoA officers and CoA At-large positions. These recommendations along with those for the appointed positions below are due to the CoA Chair approximately 2 -3 weeks prior to submission deadline to allow the Chair time to write recommendation letters on behalf of CoA prior to submitting the candidate

In 2015, the Committee established a goal for filling the APHA- appointed position vacancies with Affiliate members based on the number of vacancies and suggested 10%. Thereafter, the goal of the CoA nominating committee will be to have nominees for as many open committee positions as they can recruit. 2015 saw an approximately 50% success rate of nominees getting selected. 2016 goal will be at least 50% or more or CoA nominees will be selected to the positions they are nominated for.

Once the committee positions are filled and CoA is notified of the selections. all nominees will receive communication from CoA nominating committee. If the person is chosen, they will receive a congratulatory note, if they are not chosen they will receive a thank you note. All chosen nominees are notified by APHA governance staff, but we found out in 2016, those nominees not chosen are not notified by APHA.

A timeline was established for the Committee to receive all nominations including all required materials and documents, as follows:

One month prior to the APHA deadline for elected APHA -elected positions

One month prior to the APHA deadline for open APHA- appointed positions (committees, boards, etc.).

After the APHA leadership nominations (elected and committee) are completed then the committee will move to finding candidates for the CoA Secretary and Chair Elect positions.

Elected positions open for 2018 (elected by Governing Council at 2017 annual meeting)

President-elect

APHA nominating committee members

Governing Council Speaker

Executive Board members

Appointed positions open for 2018 (filled by APHA Executive Director and President Elect)

Editorial Board

Education Board

Publications Board

Science Board

Annual Meeting Program Planning At-large

Awards Committee

Committee on Bylaws

Committee on Membership

Committee on Women's Rights

Equal Health Opportunity Committee

Martha May Eliot Award Committee

The Nation's Health Advisory Committee

CoA Leadership Positions

The committee has two positions to fill annually - Chair-elect and Secretary. The Committee will consider indications of interest from CoA members while reviewing the active participation of all CoA members. Once the committee has found nominees for these positions this information will be shared with the CoA leadership team. This election is held at the Wednesday CoA meeting of the annual meeting.

CoA Policy Committee

At the APHA Annual Meeting, the CoA will approve a Policy Committee to be chaired by a CoA representative to the Action Board. Additional members shall include the other two Action Board representatives and at least three (3) ARGCS.

The CoA Policy Committee shall implement the Policy Development Process Timeline as described on **page 28** including policy development, review & comment, and recommendations on new proposed policy statements and policy statements proposed for archiving.

APHA Affiliate Online Community

In 2008, the Affiliate Online Community (AOC) was developed as a part of the Affiliate Capacity Building Initiative. The AOC is a hub where materials can be posted and shared and where individuals can communicate with one another regarding matters of interest to any of the 54 APHA affiliates. The CoA encourages the use of the online community by posting updates and communicating with Regional Representatives and ARGCS via the online community.

Affiliate Online Community web address: <http://affiliates.apha.org/apha/home/>

An online User's Guide is available at: <http://affiliates.apha.org/home>

CoA Mid-Year Meeting

Each year, in late spring/early summer, APHA staff and CoA Chair coordinate a two to three day mid-year meeting of the Council of Affiliates at APHA headquarters. All expenses for this meeting are paid by APHA. CoA members are strongly encouraged to attend since most of the planning for Affiliate Day (held at the annual APHA meeting) is completed during this meeting. In addition, numerous reports of task forces and work groups are given during the meeting, as well as updates from APHA staff. The CoA Chairperson should request that staff report on APHA funded projects, including mini-grants, in which Affiliates may have some interest.

About three months before the meeting, APHA staff sends out meeting information with a reply form, requesting that CoA members indicate whether they will be able to attend. Staff provides instructions about how to make air travel arrangements through the APHA travel agent, and make hotel reservations for each CoA member who has indicated on the reply form that they will be attending the meeting. If a Regional Representative on the CoA is unable to attend the mid-year meeting, he or she may ask another ARGCS in her/his region to attend as her/his alternate. At-large members of the CoA have no alternates. Action Board representatives are also invited to attend this meeting at the expense of APHA.

The CoA Chairperson develops the meeting agenda with assistance from CoA members and APHA staff. The agenda should include an orientation for new members to APHA headquarters and an

opportunity for ideas for the agenda for Affiliate Day and finalize plans for the Scientific Sessions for the Annual Meeting. A briefing on legislative issues and visits to Capitol Hill should also be part of the mid-year meeting.

The CoA mid-year meeting is coordinated with the Intersectional Council's (ISC) mid-year meeting, so that the two groups can spend about a half-day together discussing issues pertinent to affiliates and sections. The CoA Chairperson should plan the Joint ISC/CoA Meeting with the ISC Chairperson and have a printed agenda available.

The CoA Secretary should be available to take all meeting notes. The minutes should be reviewed and revised if needed by the CoA Chairperson or designee before distribution to the CoA for approval. If the CoA secretary is unable to fulfill this duty, a member of the CoA should be "drafted" to accomplish this task.

Meeting materials are prepared by staff and provided for each attendee. A sample agenda of a past mid-year meeting, notes and a sample page of contents are found in the appendices.

President-elect Meeting

Each year, typically in June or July, APHA staff organizes and conducts a two-day meeting of all affiliate Presidents-elect at APHA headquarters. The CoA Chairperson-Elect, a speaker at this meeting, assists APHA in the development of the agenda. The purpose of the Presidents-elect meeting is to provide affiliates with an opportunity to meet one another and hear about the work and priorities of other affiliates, learn more about the relationship between affiliates and APHA, meet APHA affiliate affairs staff and other APHA key staff members. The APHA President-elect is also a speaker at this meeting.

The CoA Chairperson-Elect provides an overview of the Council, its purpose, function, and composition, and encourages Presidents-elect to be in touch with their Regional Representatives on the CoA about affiliate issues. The Chairperson-Elect and staff together discuss advocacy issues with affiliates, and how they can influence state and national public health policy. With the assistance of APHA Affiliate Affairs and Government Relations staff, Presidents-elect are encouraged to make "hill visits" as part of this meeting, in order to meet with members of their Congressional delegations. Discussion will also typically occur regarding use of the Affiliate On-line Community and the APHA website.

APHA Annual Meeting

There are several CoA activities that occur during the annual APHA Meeting. These activities are delineated separately and discussed in greater detail in this Leadership Guide. However, there are certain general activities that should occur in order to prepare for the CoA activities at the annual meeting.

The CoA Chairperson and the APHA Affiliate Affairs staff should contact APHA Conventions Department by mid-February to make sure the CoA events do not conflict with one another. Paperwork for reserving room space and set-up for all CoA events should be completed at this time.

In preparing for Governing Council, the CoA Chairperson should coordinate with the APHA staff to assure that staff follow-up with affiliates that have not paid their dues.

CoA Annual Report

The Chairperson of the CoA, in consultation with the Immediate Past Chairperson, writes and submits the Annual Report to APHA staff about 6 – 8 weeks prior to the annual meeting for inclusion in the Governing Council materials. The Chairperson should work closely with APHA staff on the actual deadline for submission of the Annual Report. The report is also typically included in Affiliate Day materials.

The report should include:

- A brief description of the purpose and functions of the CoA;
- A description of the composition of the CoA; and
- A summary of the activities and accomplishments of the CoA over the past year, including any ongoing projects, progress on the strategic plan, and goals and objectives for the coming year.

A sample annual report may be found in the appendices.

Affiliate Day

Affiliate Day is typically held on the Saturday preceding opening day of APHA's annual meeting. This gathering is an opportunity to provide Affiliate Leaders a venue to become acquainted with one another, the activities and projects in which affiliates are involved, and also to meet affiliate staff within APHA. All affiliate members are encouraged to attend Affiliate Day. It is especially important that ARGCS, Affiliate Presidents, and Affiliate Executive Directors (or staff) attend.

The CoA Executive Committee develops the agenda for Affiliate Day with input from CoA members and assistance from APHA Affiliate Affairs staff. Affiliate Day promotion should start early. The CoA leadership, working with APHA Affiliate Affairs staff, may wish to send advanced invitations to the ARGCS and other affiliate leadership at least twice: once in summer and once in early fall so that appropriate travel arrangements can be made. The CoA Chairperson distributes an invitation via the [Affiliate Online Community](#) and through the CoA Regional Representatives to their Affiliates. A webinar should be held approximately 1 -2 months prior to the Annual Meeting to educate ARGCS and CoA members on their roles at the Annual Meeting.

The CoA Chairperson collaborates with Affiliate Affairs staff in assuring that necessary resources are available for the meeting, including developing an agenda and necessary materials. Materials are reviewed to determine which can be sent electronically or posted at the Affiliate Online Community and

which need to be printed for Affiliate Day. Food arrangements for the meeting will primarily be determined by Affiliate Affairs Staff who may seek consultation from the CoA as necessary.

Activities that may be part of Affiliate Day include:

A brief summary of CoA activities

Affiliate Tag

Reports on special projects or activities of affiliates

Review and discussion of policy resolutions and position papers

Encouraging affiliates to send members to the hearings on policy resolutions where they can directly provide input on modifications to the resolutions and proposed policies.

Announcements regarding the schedule and locations for CoA sponsored sessions/events at the annual meeting such as poster sessions, scientific session, joint ISC meeting, candidate's forum, business meeting, and reception

Clarifying procedures for APHA policy development

Encouraging new Regional Representatives to attend the CoA business meetings,

Interactions among affiliate leaders

Updates of APHA activities

The CoA hosts an awards reception for affiliates, sections, the Executive Board and APHA staff. APHA staff and CoA Leadership should send out the invitations for this event. The CoA seeks sponsors to support the reception. The CoA Chair should send a request to all affiliates, candidates, and Executive Board members encouraging them to contribute to the CoA Awards Reception. Recognition of all sponsors of their valuable contribution to affiliate activities and support of the reception will be on display. The CoA awards are presented at this reception.

Following the annual meeting, the CoA Chairperson may wish to write a letter of appreciation to major sponsors. For tax purposes receipt letters will be sent out by APHA staff.

Business Meetings at the Annual Meeting

The Council of Affiliates conducts two business meetings at the APHA annual meeting, in addition to Affiliate Day. The CoA Chairperson works with APHA Affiliate staff to ensure rooms of an adequate size and appropriate seating arrangement are reserved for these meetings. In consultation with the CoA Leadership team, the CoA Chairperson develops the agenda for these meetings.

The business meetings are usually held from 7:30 to 10:00 AM. The first business meeting (Monday morning) is taken up primarily with the candidates' forum (see "Candidates Forum") followed by council discussion of candidates.

During the second business meeting (Wednesday morning), announcements are made of newly elected APHA leadership positions and any newly-elected Regional Representatives (see "Committee Composition"). The CoA votes on and announces the new Chairperson-elect (see "Election of Officers,") and Secretary. the Chairperson passes the gavel to the Chairperson-elect.. Business matters

are discussed, such as dates and agenda items for the mid-year meeting, progress on the strategic plan and any other business that still needs to be conducted..

Typically a light breakfast is available for the Candidates Forum and breakfast is also served prior to the second business meeting.

Prior to the annual meeting, the CoA Chairperson should contact Affiliate Affairs staff about presenting certificates of appreciation to out-going CoA members at the Wednesday morning business meeting.

Student and Affiliates Poster Sessions

Each year as it plans its annual meeting, APHA offers affiliates and students, through the CoA, space to exhibit posters. The CoA Student Assembly Representative, who serves as the poster coordinator, needs to be in touch with APHA staff early in the year (January) about the number of sessions available for affiliates and students. This generally is 10 poster spaces for graduate students, 10 for undergraduate students, and 10 for affiliates.

Timeline

The CoA poster coordinator needs to take the following action:

- By **February 1st**,
 - Send APHA staff the call for abstracts to be posted online as a late breaker session (See Attachment 1 **Example call for abstracts**). Describe the purpose of the session, provide instructions on how to submit poster proposals electronically, and give a deadline for submission. Give a contact name, phone, and e-mail address for both affiliate and student posters.
 - Send a message out on the Affiliate Online Community directory soliciting poster proposals from students and affiliates.
 - Arrange with the Editor to have a similar announcement in *The Nation's Health*.
 - Solicit posters, especially in the states near the annual meeting site.
- Once the deadline has arrived,
 - Contact the CoA members to review and recruit reviewers for the poster abstracts. *Reviewers should have a good understanding and background of research methods and content expertise.* Once poster reviewers are identified, the CoA poster coordinator(s) and/or APHA staff will give instructions on how to access and review the abstracts. Please see Attachment 2 **Abstracts scoring criteria** for grading rubric.
- Within one month after the deadline for submission of poster abstracts,
 - Identify accepted poster abstracts and send this list to APHA staff on or before the deadline for getting the information into the annual meeting program book. APHA staff will work with the Conventions Team to notify student/affiliate authors. An automated e-mail of acceptance or rejection of abstracts for exhibition at the annual meeting will be sent from the abstract submission portal.
 - Email accepted presenters with logistical information as soon as it is received from APHA, including, date, time, location of poster session, size of display board, and any hardware (tacks, staples, etc.) they'll need for affixing their display. As the annual

- meeting nears, pass on any additional pertinent information to poster authors from APHA including procedures, timing, and judging.
- Through the Affiliate Online Community directory, let CoA members know about the results of the poster abstract submittal process: the total number of abstracts submitted, the number accepted for exhibition, how many from each region, etc.

Affiliate Poster Sessions

For affiliate poster sessions, the poster coordinator should solicit at least two additional members of the CoA to serve as judges. *Judges should have a good understanding and background of research methods and content expertise.* Prior to the poster session, reviewers will identify the top five abstracts in each group as contenders for 1st, 2nd, and 3rd place certificates. Judges will attend the affiliate poster session as a group, look at the selected posters carefully, ask the authors questions about their project, and decide on a winner of the contest. Please see Attachment 3 **CoA poster session evaluation rubric**.

Student Poster Sessions

For the student poster sessions, for which the CoA usually conducts as a student poster contest, the poster coordinator should solicit at least two additional members of the CoA to serve as judges. *Judges should have a good understanding and background of research methods and content expertise.* Prior to the poster session, reviewers will identify the top five abstracts in each group as contenders for the contest prize(s). Judges will attend the student poster session as a group, look at the selected posters carefully, ask the student authors questions about their project, and decide on a winner of the contest. Please see Attachment 3 **CoA poster session evaluation Rubric**. If funding permits, there will be both an undergraduate and graduate monetary award winner. There will also be a 2nd and 3rd place undergraduate and a graduate poster recognized via certificates.

Contest prize(s)

The traditional prize for the winner of the undergraduate and graduate student poster contest has been a check for \$100. In 2013, the CoA approved to increase the awards to \$200. The money comes from a small fund the CoA established from contributions by affiliates, and periodically replenished by additional contributions from affiliates. The CoA needs to have APHA staff keep this fund as a separate line item. Tracking the balance in this fund has been challenging because it has not always been a separate line item. The Chairperson of CoA should have APHA staff provide an annual accounting of donations to this fund, as well as payouts to student poster contest winners. Within one month following the close of the Annual Meeting and Exposition, APHA staff will announce the winners and distribute the prize(s).

Requests for donations to this fund will be made during Affiliates Day for the purpose of funding the next year's award(s).

General Inquiries

The following email may be used to for affiliates and students interested in submitting an abstract for poster presentation. Please note that text in **red** should be appropriately edited to reflect the current Annual Meeting and Exposition website links and example of abstracts accepted should reflect the previous year.

Example email for abstract Reviewers in appendix

Attachments

1. Example Call for Abstracts

Please note that text in **red** should be appropriately edited to reflect the current Annual Meeting and Exposition location, dates, and theme. Additionally, the correct poster coordinator(s) contact information should be included.

Council of Affiliates Call for Abstracts

The Council of Affiliates (CoA) is the APHA unit established to provide leadership to and represent the 54 affiliated public health associations: two each in California and New York; one in the remaining states; one in Metro Washington, DC; and one in Puerto Rico. Affiliates support critical public health efforts in their geographic locations. Strong Affiliates are critical to APHA.

Affiliate Poster Proposal

CoA is inviting Affiliates to submit abstracts for posters which will demonstrate Affiliate best practices or promising programs for exhibition at the **145th APHA Annual Meeting & Exposition in Atlanta, GA, November 4 – November 8, 2017**. This year the conference will explore the theme “*Creating the Healthiest Nation: Climate Changes Health*”. In keeping with this theme, proposals on programs that impact policy will be especially welcomed. However, posters can be on any topic related to any work of the Affiliate. Affiliate posters accepted for exhibition also will be posted on the Affiliate Online Community so that all Affiliates will have the opportunity to learn from these model programs. The deadline for submitting poster abstracts is **May 31, 2016**. Authors will be contacted in **early September** regarding poster abstract selection for exhibition.

If you have any questions regarding this process, please contact **Jennifer Tran**, APHA Student Assembly Representative to the CoA, at: jennifertran.apha@gmail.com. For more details and to submit your abstracts, view the APHA website [APHA website](#).

Undergraduate and Graduate Student Poster Contests

The CoA is sponsoring two student poster sessions of high-caliber abstracts for undergraduate and graduate students currently enrolled in public health-related coursework. Students are encouraged to submit proposals for public health-related work they have either recently completed or in the process of completing for exhibition at the **144th APHA Annual Meeting & Exposition in Denver, CO, October 29 – November 2, 2016**. This year the conference will explore the theme “*Creating the Healthiest Nation: Ensuring Right to Health*”. One poster session will be exclusively for abstracts written by undergraduate students to highlight their public health-related activities and research. The other session will be open to graduate students only (master and doctoral levels) interested in sharing their research and experience in public health. Student posters accepted for exhibition at the annual meeting will be judged by a sub-committee of the CoA, and top winners will be selected and awarded a cash prize of \$200 and a certificate acknowledging their work. The deadline for submitting poster abstracts is **May 31, 2016**. Authors will be contacted in **early September** regarding poster abstract selection for exhibition.

If you have any questions regarding this process, please contact **Jennifer Tran**, APHA Student Assembly Representative to the CoA, at: jennifertran.apha@gmail.com.

Rubrics and Scoring Guides

The following rubrics and scoring guides should be used by all reviewers and judges appropriately.

2. Abstracts scoring criteria

Abstract score 0-5 for each of novelty/originality, clarity, significance/impact/relevance to conference theme, and quality of the methodology, the total scores is out of 20 overall points.

Please use scores i.e. 0,1,2,3,4 and 5.

Please note that the total should be out of 20 .	
Novelty/originality (0-5)	
0	Not original. "Nothing new"
1	Very little originality. Of local interest only
3/4	Some originality.
5	Highly unique.
Clarity (0-5)	
0	Completely disorganized. Jumbled. Difficult to comprehend
1	Messy. Ambiguous. Disjointed. Tables/figures poorly explained. Incomplete information
3/4	Adequate presentation. Fairly clear. Some incomplete information.
5	Excellent presentation. Clear. Ordered. Concise. No ambiguities
Significance/ Impact/ relevance to annual conference theme (0-5)	
0	No significance whatsoever. Highly irrelevant to annual conference theme.
1	Very poor significance and relevance to annual conference theme.
3/4	Quite significant results. Of some importance to annual conference theme.
5	Highly significant results. Very important and relevant to annual conference theme.
Methodology (audit) (0-5)	
0	Not audit. No purpose. No clear attempt to improve or assure practice
1	Not clearly audit. Survey with only local relevance. No clear standards or evidence of plan to change practice and re audit.
3/4	True audit with comparison against recognized standard. Evidence of plan to change practice and re audit. Mainly of local relevance
5	Clear objective with appropriate standards, reviewed practice against standards and re audit

	after an intervention. Applicable to other than local practice.
	Total Points

3. CoA Poster Session Evaluation Rubric

Name of primary author: _____

Title of Presentation: _____

Please indicate which session this poster is a part of:

Affiliate Poster Session	
Graduate Poster Session	
Undergraduate Poster Session	

Please grade the following elements using a scale of 1 to 5 with one being the lowest score and 5 being the highest:

Element	Comments	Score
Presentation Content		
Visual Presentation		
Documentation and Quality of Sources		
Spelling and Grammar		
Additional Comments		

Total Score: _____

Reviewer Signature_____

Scoring Guidance

Element	Comments
Presentation Content	5 – Narration and /or answering of questions is engaging, thorough, and adds greatly to the presentation 4 – Narration and / or answering of questions is adequate and adds to the presentation 3 – Narration and / or answering of questions is adequate but could use improvement 2 – Narration and / or answering of questions is somewhat lacking 1 – Narration and / or answering of questions is lacking
Visual Presentation	5 – Graphics are engaging and enhance the content and clearly arranged 4 – Graphics enhance the presentation and are arranged in a logical order 3 – Content and arrangement are adequate 2 – Content and arrangement are somewhat confusing 1 – Content and arrangement are lacking and / or errors are present
Documentation and Quality of Sources	5 – Cites all data obtained from other sources accurately 4 – Cites most data obtained from other sources accurately 3 – Cites most data obtained from other sources but inconsistent 2 – Cites some data obtained from other sources but is inconsistent or incorrect 1 – Does not cite sources
Spelling and Grammar	5 – No spelling or grammar mistakes 4 – Minimal spelling or grammar mistakes 3 – Some spelling or grammar mistakes 2 – Noticeable spelling or grammar mistakes 1 – Excessive spelling or grammar mistakes

Scientific Sessions

The CoA is permitted three scientific sessions as part of the program at each year's annual meeting. The Immediate Past Chairperson is responsible for organizing and arranging for a moderator at each session, as well as interfacing with APHA staff on date, time, location, equipment needed, etc.

The Immediate Past Chairperson should establish early in the year who his or her APHA contact person will be for each of the CoA scientific sessions. During the 2015 and 2016 planning years, Donna Wright, APHA staff was the contact for developing the time of the sessions and answering questions related to the APHA Confex system. Historically, the three sessions are held, at the annual meeting, on Monday, Tuesday and Wednesday from 12:30 pm – 2 pm.

The Immediate Past Chairperson, in consultation with CoA members and Affiliate Affairs staff, chooses the topic for each of the CoA scientific sessions as soon as possible preferably prior to the mid-year meeting. Speakers for the session must be members of APHA. Speakers cannot be paid nor can they bill their expenses to the CoA or APHA for participating in the session. All speakers must be or become members of APHA and register for the Annual Meeting. It is important that the sessions be planned in time to be included in the APHA Annual Meeting Program. This means that arrangements need to be completed typically by the end of July.

Starting in 2012, a scientific session has been developed by the host affiliate. Consideration should be given to the hosting affiliate be responsible for developing a scientific session for the Wednesday time slot. This allows the affiliate to highlight activities in the state/region and potentially have a greater audience during one of the annual meeting's last scientific sessions.

A scientific session speaker can receive a complementary one day pass to attend the meeting and speak. They will not have to become an APHA member. Affiliate Affairs can provide the document.

A description of a past CoA scientific session may be found in the appendices.

Candidates Forum

Each year during the annual meeting, candidates for President-elect, Executive Board, and Speaker or Treasurer positions campaign enthusiastically for the votes of members of the Governing Council. The CoA provides candidates with a forum for making their positions on issues known to affiliates by hosting a candidate's forum. The forum takes place at the first CoA business meeting during the annual meeting, and all interested affiliates and section members are invited to attend, space permitting. Beginning in 2009, the Candidates Forum has been jointly sponsored by the CoA and ISC.

The Chairperson-elect of the CoA and the chairperson-elect of the ISC are responsible for planning and moderating (or recruiting a moderator for) the Candidates Forum. The Chairperson-elect should get the report of the Governing Council's Nomination Committee after it meets in the spring to allow time to contact the candidates. Shortly after candidates are announced in mid-to-late summer, the Chairpersons-elect, in conjunction with the person responsible for the governing council forum, should meet and draft and send a letter or email to every candidate, inviting them to the forums (Governing Council and CoA/ISC forum). Follow-up by telephone or email should occur about two weeks after candidates

receive the letter with information about the date, time and location of the forum to confirm participation if the candidate has not already replied to the affirmative.

The two formats that have been used at the Candidates Forum are:

Format 1:

Two sessions, with ½ of candidates at each session, with one President-Elect, one Speaker or one Treasurer candidate (if year position is open), and 3 Executive Board candidates.

Format 2:

Two sessions with all Executive Board candidates; at one session and all other positions at a second session, which results in those running for the same office being in the same session.

Format 3: (new in 2016)

First, split the Executive Board candidates into two “panels”. For this portion of the Forum, attendees all sat at one of three or four tables (depending on the number of candidates in the panel). Each candidate had the opportunity for a two-minute opening statement. We asked candidates to emphasize what skills and perspectives they would bring to the Executive Board rather than reviewing their resumes. Each candidate then sat at one of the tables where questions and conversation could be spontaneous and free-form. After seven minutes, each candidate moved to a different table until each table had had the opportunity for exchange with each candidate.

Since the candidate’s forum is the first CoA business meeting, there is a brief business meeting built into the timetable after the last candidates have spoken. After ISC and candidates have left the room, CoA uses this opportunity to discuss the candidates. All affiliate members may staff for this discussion.

Based on the candidates’ presentations at the forum, as well as other appearances made before Governing Council and various APHA sections, CoA members will come to consensus about which candidates may best represent the perspective and issues of the affiliates. Regional Representatives should then share with the ARGCS in their regions the COA’s request for all ARGCS unified vote for these candidates. The CoA’s deliberations following the Candidates Forum are considered confidential. It has been shown that when all ARGCS vote in a block they likelihood of getting their candidate(s) elected is high.

The Governing Council votes on candidates for President-elect, Executive Board, and Speaker or Treasurer during its Tuesday meeting; election results are announced at the end of that same meeting.

Awards

Each year, the CoA confers four awards plus the APHA Executive Director confers an Award:

The *CoA Award for Excellence* is presented to an individual who exhibits visionary leadership, service and achievement in her /his efforts within an affiliate(s).

The ***CoA Outstanding Affiliate of the Year Award*** is given to an APHA Affiliate that had made significant contributions through innovative programs and activities that impact the public's health.

The ***CoA Chairperson's Citation*** is given to recognize outstanding individuals or groups who have made significant contributions to the CoA and APHA.

The ***CoA Outstanding Student of the Year Award*** is designed to recognize outstanding involvement of an undergraduate or graduate student in a state, regional and/or national public health association. The awardee receives a \$250 Scholarship (based on available funds) from the Council of Affiliates.

The APHA Executive Director's Award for Affiliate Advocacy was established in 2012. The award was designed to recognize Affiliates for their federal advocacy work and activities conducted during the Public Health Action Campaign.

In 2015, the CoA Awards Committee; with approval from the CoA Executive Committee, created a **Lifetime Achievement Award**. This award will be given at the discretion of the Awards Committee. It can be provided to an individual nominated for the CoA Award for Excellence whose career in public health has demonstrated an extraordinary dedication to his or her Affiliate, APHA, the CoA and the public's health. This award is to be reserved for exceptional members of the public health community and is to be considered the CoA's highest honor.

The student award was established in 2009 based on the CoA's acceptance of the following document (included here due to elaboration re: eligibility and criteria):

Council of Affiliates (CoA) Student Award (*Adopted May 2009*)

Goal

This award is designed to recognize and support student involvement in their state, regional and/or national public health association and to encourage career development at the undergraduate and graduate level. One scholarship (\$250) may be awarded annually to either an undergraduate or a graduate student majoring in public health.

Eligibility

To be considered for this award, the candidate must be currently enrolled as a student and actively pursuing a field of study with a focus on public health and be a member of his/her state affiliate. APHA membership, including membership in the student assembly, is strongly encouraged but not required.

Note: Students that are previous recipients of this award are not eligible to apply again within a three year period.

Award Criteria

The student must demonstrate a significant level of commitment to public health association(s) by serving in one or more leadership roles at the local, regional or national level. The award recipient will be selected based on her/his demonstrated achievement in one or more of the following three areas relating to public health at the affiliate level:

- increasing student membership, engagement and participation
- encouraging and enhancing education and training opportunities, and/or
- contributing to the field of public health at the affiliate level.

Selection Criteria

The Council of Affiliates (CoA) Awards Committee will review all applications and select the recipient. The Committee will take into account both past and current activities. The award will be presented at the APHA Annual Meeting during the CoA Reception. The recipient of the student award will be invited to serve on the Awards Committee to help select the student for the following year.

Applications for this award include the following material:

- A current curriculum vitae or resume of the student nominee.
- A cover letter (one page maximum) from the state affiliate that includes the name of the student and a brief statement describing the role of the nominee in student development in their association, the region, or at the national level. Additional letters of support are welcome but not required.
- A descriptive list from the student (two pages maximum/double spaced) of his/her recent and /or ongoing contributions to the public health association(s) at the state, regional, or national level. Examples include but are not limited to: advocacy efforts, membership drives, mentoring opportunities, governance roles, and training/educational programs.
- Supporting materials as appropriate.

Awards are presented to all recipients at the CoA Awards Reception.

The CoA Awards Committee, is appointed by the CoA Chair and should include at least one member of the CoA leadership committee, at least one member of CoA and then any other active affiliate members.

The Awards Process and Timeline:

The CoA Awards Committee solicits nominations for the **CoA Award for Excellence**, the **CoA Outstanding Affiliate of the Year Award**, and the **Outstanding Student Award** during the spring and early summer, using a variety of media, including: *The Nation's Health* (usually the July issue), communication with the CoA membership and the Affiliate Online Community and monthly Affiliate E-news. The call for nominations will also include the nomination form. All nominations will be limited to 10 pages of supporting documents. (See sample Call for Nominations in appendix).

Nominators are encouraged but not required to submit any supporting documentation. Nominations are submitted to APHA, attention CoA Affiliate Staff. The deadline for nominations can be no later than October 1, though it may be earlier (depending on the date of the annual meeting).

At least one month (earlier would be better to allow travel plans to be made if necessary for award winners) prior to opening day of the annual meeting, the CoA Awards Committee decides who the awardees are for the **CoA Award for Excellence**, **CoA Outstanding Affiliate of the Year Award**, and **CoA Outstanding Student Award**. The Committee Chair is responsible for communicating the outcome of the committee's deliberations to the nominators and for planning with the applicable nominators to get the award winners to the Reception (sample letters are included in Appendix).

The CoA Chair determines who shall receive the **Chairperson's Citation**.

Awardee information is communicated to APHA staff in enough time for staff to arrange for plaques or appropriate mementos. The Chairperson of the Awards Committee coordinates presentation of the awards at the CoA Reception.

Award Recipients

Lifetime Achievement Award (new in 2015)

2015 – Bernie Weintraub, California South

CoA Outstanding Affiliate of the Year Award

2016 - Utah Public Health Association
2015 - Colorado Public Health Association (CPHA)
2014 – Mississippi Public Health Association (MPHA)
2013 -- Arizona Public Health Association (AzPHA)
2012 -- Tennessee Public Health Association (TPHA)
2011 -- Idaho Public Health Association (IPHA)
2010 -- Illinois Public Health Association (IPHA)
2009 -- Connecticut Public Health Association (CPHA)
2008 -- Ohio Public Health Association (OPHA)
2007 -- Colorado Public Health Association (CPHA)
2006 -- Public Health Association of New York City (PHANYC)
2005 -- Wisconsin Public Health Association (WPHA)
2004 -- Washington State Public Health Association (WSPHA)
2003 -- New Jersey Public Health Association (NJPHA)
2002 -- Minnesota Public Health Association (MPHA)
2001 -- Public Health Association of Nebraska (PHAN)
2000 -- Arizona Public Health Association (AzPHA)
1999 -- Massachusetts Public Health Association (MPHA)
1998 -- California –South Public Health Association (SCPHA)
1997 -- Arizona Public Health Association (AzPHA)

CoA Award for Excellence

2016 – Pat Parker, Missouri
2015 – Gerald Ohta, Hawaii
2014 – Jeneane Moody, MPH Iowa
2013 -- Lindsey Fabian, Minnesota
2012 – Jay Maddock, Hawaii
2011 -- Catherine Cooksley, Texas
2010 -- Elise Papke, Wisconsin
2009 -- Debbie Swanson, North Dakota
2008 -- Elizabeth A. Zelazck, Wisconsin
2007 -- Sandra F. Magyar, Florida
2006 -- Adele Amodeo, California-North
2005 -- Katherine Wheeler, New Hampshire
2004 -- Robert Gage, Pennsylvania
2003 -- Shirley Randolph, Illinois
2002 -- Robin Wilcox, Pennsylvania
2001 -- Harold Goldstein, California-South
2000 -- Richard Cohen, Pennsylvania
1999 -- Sam Seeman, Maryland

1998 -- Billi Odegaard, Oregon
1997 -- John Muth, Colorado

Chairperson's Citation

2016 – Jennifer Dykhuizen
2015 -- Matt Makara, Program Manager, Affiliate Affairs
2014 -- James Dale, Colorado
2013 -- Peggy Hintzman, Wisconsin
2012 -- Peggy Hintzman, Wisconsin
2011 -- Kimberly Moore, Director of Affiliate Affairs
2010 -- James Dale, Colorado
2009 -- APHA Affiliate Affairs Staff, Washington, D.C.
2008 -- Gerald Ohta, Hawaii
2007 -- Thomas Quade, Ohio
2006 -- Mitch Haas, Oregon *and* Susan Radius, ISC Chairperson
2005 -- Elizabeth Zelazek, Wisconsin & Geoffrey Wilkinson, Massachusetts
2004 -- Lakitia Mayo, APHA Director of Affiliate Affairs
2003 -- Richard Cohen, Pennsylvania
2002 -- Karen Valenzuela, Washington & Sylvia Bookbinder, New Jersey
2001 -- Harry Perlstadt, Michigan
2000 -- Bernie Weintraub, California-South
1999 -- Karyn Pomerantz, Metro D.C.
1998 -- Lavern Snow, Utah
1997 -- Ted Hanekamp, Kentucky

Outstanding Student of the Year Award

2016 – none awarded
2015 – none awarded? -----
2014 – Kristin Voltzke, Minnesota
2013 -- Paula Tran Inzeo, Wisconsin
2012 -- Brittney Marshall, University of South Florida & University of North Texas
2011 -- Shailesh Advani, Western Kentucky University
2010 -- Mariza Harden, George Washington University

Executive Director's Award for Affiliate Advocacy

2016 – Utah Public Health Association
2015 Iowa Public Health Association
2014 – Utah Public Health Association
2013 - Ohio Public Health Association & Wisconsin Public Health Association
2012 - Montana Public Health Association

Outstanding Affiliate Poster

2016 – Janice Lung & Alicia Anderson,
2015 -Michelle Tagorda, Hawaii Public Health Association

Outstanding Student Posters

2016

- Graduate: Sara Levintow Case of the Unused Housing Voucher: A Qualitative Look at Discrimination and Housing Insecurity in Adams County, PA
- Undergraduate: Alyce Norcross -Case of the Unused Housing Voucher: A Qualitative Look at Discrimination and Housing Insecurity in Adams County, PA

2015

- Graduate Student – Rosalinda Fitts
- Undergraduate – DeMicha Luster

2014

- Graduate Student – Sonali Saluja
- Undergraduate – Adeline Williams

2013 Graduate:

- Stephanie Croasdell, *Bridging the gap: Engaging public health students with the Utah public health association*
- John Lalomio, *Young injection drug users: Profile of predominantly suburban populations and the implications for HIV and hepatitis c infection risk*

2012 Graduate:

- Mukta Gundi, Indiana University Bloomington, *Healthy State: Presenting Public Health Data to Promote Healthier Life Choices*
- Amanda Hoeffken, Saint Louis University, *Protective Factors for Gestational Weight Gain*

2011 Undergraduate:

- Anna Grummon, Stanford University, *What Influences Youth to Operate All-Terrain Vehicles Safely*
- Kathleen Rosenbaum, Honorable Mention, Utah Valley University, *Current Breastfeeding Practices of Ghanaian Women within the Greater Accra Area*

2011 Graduate:

- Taletha Derrington, Brandeis University, *Disparities in Early Intervention Service Access for Drug Exposed Infants with Positive Toxicology Screens at Birth in Massachusetts*
- Cabral Bigman, Honorable Mention, University of Pennsylvania, *Social Comparison Framing: Examining the Effects of Racial Health Disparities STI Risk Information*

Appendices

Appendix A

SAMPLE email for call for Abstracts

You can access the call for abstracts and submission page via the following links:

Direct Link

<https://apha.confex.com/apha/144am/coa.htm>

Please review the [General Information](#) page for abstract requirements. Three items are particularly important to include: Abstract (limited to 250 words), learning objective (at least one), and presenter qualifications (limited to 75 words).

Typical abstracts at the graduate level are structured as: Background/Purpose, Methods, Results/Outcomes, and Conclusions. You must also include at least one clear, MEASURABLE learning objective with your submission. Detailed instructions for writing learning objectives, including a list of acceptable measurable action words, can be found on the abstract submission page. Learning objectives are not included in the word count.

Please visit the following links for examples of abstracts accepted for the 2014 APHA Annual Meeting:

[2015 APHA Annual Meeting – CoA Undergraduate Student Poster Session](#)

[2015 APHA Annual Meeting – CoA Graduate Student Poster Session #1](#)

[2015 APHA Annual Meeting – CoA Graduate Student Poster Session #2](#)

[2015 APHA Annual Meeting – CoA Affiliate Member Poster Session](#)

I look forward to reviewing your submission. Please let me know if you have any questions

Appendix B

2017 MEMORANDUM OF UNDERSTANDING Between APHA and Affiliates



APHA-AFFILIATE MEMORANDUM OF UNDERSTANDING

THIS Memorandum of Understanding ("MOU") is made this _____ day of _____, 20____, by and between the AMERICAN PUBLIC HEALTH ASSOCIATION ("APHA"), a nonprofit corporation and _____, a nonprofit _____ and an organization referred to in the Bylaws of APHA as an Affiliated Association (hereinafter referred to as "Affiliate").

I. PURPOSE

APHA is the national voice on public health. We could not succeed without the complementary efforts of our 54 affiliated state and regional public health associations. Since 1918, APHA and its Affiliates have collaborated to grow stronger as organizations, to share expertise, influence, and resources, and to advocate for common priorities at the local, state, and federal levels. The purpose of the MOU is to improve communication and clarify business practices between APHA and its Affiliates, as well as to enhance infrastructure in each Affiliate.

APHA strengthens the profession of public health; shares the latest research and information, promotes best practices and advocates for public health issues and policies grounded in research. APHA is the only organization that combines a 140-plus year perspective, the ability to influence federal policy to improve the public's health and a member *community* from all public health disciplines and over 40 countries. APHA publishes the American Journal of Public Health and *The Nation's Health*, convenes an Annual Meeting and Exposition where thousands of participants share the latest public health research and leads public awareness campaigns such as Get Ready and National Public Health Week.

II. CORE VALUES OF APHA-AFFILIATE RELATIONSHIP

- A. This relationship will be a transparent relationship, with open communication and add support both APHA and Affiliates in achieving their objectives.

- B. This relationship will respect the diversity of ideas, needs, and members of APHA and Affiliate.
- C. This relationship will recognize the autonomy of APHA and Affiliate.
- D. This relationship will be based on inclusiveness, responsibility, collaboration, and commitment of APHA and Affiliate.

RESPONSIBILITIES

- A. **Separate Entities:** Affiliate and APHA expressly acknowledge and agree that Affiliate and APHA are, and intend to remain, separate entities and as such shall not incur any liability, obligation, or expense on behalf of each other. The Affiliate and APHA and their members are prohibited from acting as agents or representatives of the other without express written authority. In furtherance of such intention and agreement, Affiliate hereby indemnifies and holds harmless APHA and its officers, directors and employees from and against any suit, claim, obligation, cost and expense which may be incurred by APHA and/or its officers, Governing Council members, Executive Board members, and employees which may arise by reason of any act or failure or omission to act which is inconsistent with or a breach of the Affiliate's obligations and responsibilities under this MOU, or which is inconsistent under APHA's Articles of Incorporation, or Bylaws or which is an act, any commitment or undertaking for or on behalf of APHA not authorized by APHA, whether as a result of agency relationship by Affiliate, its officers, directors or employees or otherwise. Likewise, APHA hereby indemnifies and holds harmless Affiliate and its officers, directors and employees from and against any suit, claim, obligation, cost and expense which may be incurred by Affiliate and/or its officers, directors and employees which may arise by reason of any act or failure or omission to act which is a breach of APHA's obligations and responsibilities under this MOU or by reason of any commitment or undertaking for on behalf of Affiliate not authorized by Affiliate, whether as a result of agency relationship by APHA, its officers, directors or employees or otherwise.
- B. **Self Governance:** Affiliate hereby understands and agrees that Affiliate is a legal entity which must not only observe all APHA affiliated status obligations as defined in the APHA bylaws, but also discharge legal obligations incumbent upon any self-governing organization.

III.BENEFITS TO AFFILIATE

- A. **Representation on APHA Governing Council, Boards, and Committees:** Members of the Affiliates who are members of APHA may both serve on and chair major APHA committees or boards, including but not limited to:
 - 1. APHA Governing Council
 - 2. APHA Executive Board
 - 3. Council of Affiliates (CoA)

4. Action Board
5. Committee on Membership (COM)

- B. Promotional Materials and Logo:** An entity that has been granted status as an Affiliate should identify itself as such on brochures, websites and other such promotional materials related to solicitation of members, continuing education programs, or other such programs or materials. The permitted language for such identification is as follows: “An Affiliate of American Public Health Association” or “An Affiliate of APHA.” Affiliate may also, with prior written consent of APHA, use the logo of APHA. Affiliate recognizes that APHA's logo is subject to trademark protection and that the APHA logo may not be used in any manner without the prior written permission of APHA. Neither the APHA name nor any version of its logo shall be used in such a way as to represent approval by APHA of the content of publications or programs or the material to which the APHA name or logo is attached. Reference the APHA Brand Guidelines for details to request the APHA logo and how the logo should be used. When used with consent, the APHA logo shall have ® or ™ immediately following the logo.
- C. APHA Resources:** Affiliate is entitled to complimentary receive one (1) subscription to *The Nation's Health* and *the American Journal of Public Health*, respectively. Other resources available to the Affiliates include but are not limited to: opportunities to apply for mini-grants; advocacy training; technical assistance; a visit from APHA's President to Affiliate's annual meeting at least once every three (3) years; travel to the annual Affiliate President-Elect meeting at APHA headquarters; regional conference calls; access to a listserv of Affiliate peers; and a resource page for Affiliates on the APHA website.
- D. Membership:** APHA will work with Affiliates, COM and CoA to educate its members and partners about membership and engagement in the Affiliates.
- E. Member Lists:** Annually, APHA shall provide Affiliate with the names, mailing addresses, e-mail addresses, and the designated component groups (sections and student assembly) of APHA members who reside in the territory represented by the Affiliate, such information shall be based on APHA's database at the time. APHA member lists are confidential and, Affiliates shall respect the confidentiality of the member lists. Affiliates may use the APHA member lists to promote internal membership purposes and shall not sell or share APHA member lists.
- F. Advocacy:** APHA Government Relations coordinates and supports APHA's involvement in federal legislative activities. Affiliate recognizes that APHA is a 501(c) (3) organization under the Internal Revenue Code ("Code") and that, as such, there are limits regarding its legislative activities. Affiliate agrees, therefore, that it will not undertake any federal or state legislative activities for or on behalf of APHA or formulate a position on any federal or state issue of concern to APHA or use the APHA logo without the prior written approval of APHA. Affiliates can request APHA's support for a state or local legislative initiative. APHA will comply if it is appropriate and the necessary resources are available.

- G. **Political Action:** Affiliate agrees that if Affiliate engages or participates in, or intervenes in, any political campaign on behalf of (or in opposition to) any candidate for public office, Affiliate will not use the APHA name, abbreviation or any logo for APHA or in any way imply or suggest that APHA approves or disagrees with the position taken or such involvement by Affiliate.

IV. BENEFITS TO APHA

- A. **Membership:** APHA may utilize the combined membership of the Affiliates, including the Affiliate, when speaking to the strength, depth and volume of membership of APHA.

Affiliate will work with APHA, COM and CoA to encourage and educate their members and partners about membership and engagement with APHA.

- B. **Member Lists:** Annually, Affiliate shall provide APHA with the names, mailing addresses, e-mail addresses, and APHA membership status of Affiliate members who reside in the territory represented by the Affiliate, such information shall be based on Affiliate's database at the time. Affiliate member lists are confidential and, APHA shall respect the confidentiality of the member lists. APHA may use the Affiliate member lists to promote internal membership purposes and shall not sell or share Affiliate member lists.

Affiliate shall notify APHA of leadership changes within thirty (30) days of the change. Affiliate Leadership is defined as; Affiliate President, President-Elect, Vice President, Secretary, Treasurer and Affiliate Representative to the Governing Council or such other terms as are used by the Affiliate to designate corresponding positions of leadership.

C. **Affiliate Resources:**

1. Affiliate leaders will serve as communication liaisons between APHA and Affiliate members by participating in conference calls and other communication activities.
2. Affiliate shall utilize its internal communication channels to assist APHA in advocacy activities that can be strengthened through a local presence.
3. Affiliate or its representatives will bear the expense of attendance at the APHA Annual Meeting to fulfill Governing Council obligations.
4. APHA may use Affiliate member lists for internal membership purposes to support the creation of the healthiest nation.

- D. **Advocacy:** APHA recognizes that Affiliate may be a 501(c) (3) organization under the Internal Revenue Code ("Code") and that, as such, there are limits regarding its legislative activities. APHA agrees, therefore, that it will not undertake any legislative activities for or on behalf of Affiliate or use the Affiliate logo without the prior written approval of Affiliate or as resources allow.

- E. **Political Action:** APHA agrees that it will not engage or participate in, or intervene in, any political campaign on behalf of (or in opposition to) any candidate for public office.

V. AFFILIATE STANDARDS

- A. **Due Organization:** APHA requires all Affiliates to be incorporated or be actively seeking incorporation. If Affiliate is a corporation in the State where its principal business is located or elsewhere, Affiliate understands and agrees that it is the sole responsibility of Affiliate, and will take any necessary steps and actions, to maintain good standing as defined in the laws of the State where Affiliate is incorporated. If Affiliate is not yet a corporation, Affiliate understands and agrees that it will take any necessary steps and actions, to maintain lawful status as an unincorporated entity or association as defined in the laws of the State where Affiliate is located or where Affiliate has its principal office while seeking incorporation.
- B. **Good Standing:** The Affiliate shall furnish to APHA, if required, a Certificate of Good Standing or a status certificate from the State where the Affiliate is incorporated or where it is otherwise organized. In lieu thereof, Affiliate may indicate good standing in its annual report to APHA, which must be signed by the Affiliate President.
- C. **Insurance:**
1. **Liability.** Affiliate agrees that at its own expense, it will maintain minimum general liability insurance. A copy of the certificate of insurance shall be provided as part of the annual report to APHA. In lieu thereof, Affiliate may indicate insurance coverage in its annual report to APHA, which must be signed by the Affiliate President.
 2. **Other Insurance.** APHA encourages Affiliate to purchase and maintain directors' and officers' liability insurance. The Affiliate may obtain such additional insurance coverage as it may choose, at its own expense.
 3. APHA may broker insurance coverage, if it is available, but is not obligated to do so, for Affiliate, the expense of which shall be at the expense of the affiliated organizations that are so covered.
- D. **Tax-Exempt Status:** Affiliate will advise APHA as to Affiliate's status under the Code and the section thereof pursuant to which Affiliate holds tax exemption (for example, Section 501(c)(3) or Section 501(c)(6) of the Code) and of its status under any comparable state or local law. If Affiliate is not a 501(c)(3), Affiliate recognizes that it is the Affiliate's responsibility to be aware of its tax status and agrees to discuss the appropriateness of this status with its legal counsel, tax advisor, and Board of Directors/Governing Board. In the event, Affiliate becomes subject to an audit or

investigation or receives notification thereof; Affiliate agrees to inform APHA within fifteen (15) days after receiving notification of such audit or investigation.

- E. **Legal Action:** Affiliate agrees to notify APHA within fifteen (15) days in the event any legal action is instituted by or against Affiliate.
- F. **Conformity of Bylaws:** Affiliate expressly acknowledges the objectives of APHA as set forth in the Articles of Incorporation, Constitution the Bylaws of APHA and agrees that its purposes and Bylaws are not and shall not be inconsistent with, the purposes, Constitution, and Bylaws of APHA.
- G. **Annual Reporting of Association Activities:** The Board of Directors/Governing Board of Affiliate, or a committee or individual appointed by the governing authority of Affiliate shall prepare and submit an Annual Report of Affiliate Activities to APHA. This report shall be due on June 30 each year. APHA staff will provide a template for the report, and it shall contain the following:
 - 1. A brief outline of Affiliate's programmatic and policy activities for the past year and anticipated activities for the upcoming year. This should include observances during National Public Health Week and the Public Health Action campaign.
 - 2. Any amendments to Affiliate's Bylaws adopted during the previous year.
 - 3. Current leadership roster and their contact information. This should include names, mailing addresses, telephone numbers, and e-mail addresses.
 - 4. An affirmation signed by the Affiliate President to renew the APHA-Affiliate MOU.
 - 5. An affirmation signed by the Affiliate President of current good standing, and an affirmation signed by the Affiliate President that Affiliate has retained its tax exempt status and does not anticipate losing such status.
 - 6. An affirmation signed by the Affiliate President of Insurance for General Liability, and, if applicable, Insurance for Directors and Officers.
 - 7. A financial summary if the Affiliate has less than \$25,000 of gross annual revenues or a copy of the 990 annual tax returns if the Affiliate has more than \$25,000 of gross annual revenues.

H. Membership:

1. **Mandatory APHA Membership:** The Affiliate President and Affiliate Representative to the Governing Council (ARGC) are required to be members of APHA during the term in which they will be representing the Affiliate.
2. **Generation Public Health:** Affiliates will be included as members of Generation Public Health, which is a national movement of people, communities and organizations working to ensure conditions where everyone has the opportunity to be healthy. Our vision is to create the healthiest nation in one generation.

Change can only happen if we make healthy choices as a society. This means improving everything that impacts health — from housing, education and income to community design, transportation and our environment. Together, we can all be the generation that changes the course of health in America.

- I. **Affiliate Dues:** APHA annual dues for the Affiliate are assessed on a capitation basis with a differential providing a lower per capita payment for Affiliate members who are also members of APHA and a designated percentage of organizational membership revenue. The capitation rate is established by the APHA Executive Board, subject to approval by a two-thirds vote of the APHA Governing Council in accordance with the APHA Bylaws. Affiliate dues will be reassessed every three years and adjusted if approved by the APHA Executive Board and Governing Council.
- J. **Compliance:** Affiliates are expected to comply with all deadlines and requests for participation or information regarding the following items and are subject the compliance measures accordingly.
 - 1.**Annual dues payments:** Non-payment of Affiliate dues will result in a reduction of APHA benefits for the Affiliate during that fiscal year. One year of non-payment precludes Affiliate from participating in APHA Governing Council activities. Two years of nonpayment precludes Affiliate from participating in APHA Governing Council activities and ineligible for receiving paid travel to the Affiliate Presidents-Elect Meeting. Three years of nonpayment precludes the Affiliate for receiving all APHA benefits and results in an inactive status.
 - 2.**Annual membership lists:** If an Affiliate fails to provide APHA with their member list, the Affiliate will be ineligible for receiving an APHA member list for their respective territory.
 - 3.**Annual reports:** If an Affiliate fails to submit the annual report, the Affiliate forfeits its annual subscription of the APHA publications- *The Nation's Health* and *the American Journal of Public Health*.

4. Evaluations and reports associated with grant awards: If an Affiliate fails to submit evaluation and reports associated with grant awards, the Affiliate forfeits the privilege to apply for future funding opportunities for 1 year.

VI. MISCELLANEOUS PROVISIONS

- A. **Confidentiality:** APHA will hold and will cause its officers, directors, and employees to hold in strict confidence all documents and information provided to APHA as required by this MOU, unless compelled to disclose by judicial or administrative process or, in the opinion of its counsel, by other requirements of law. Affiliate will hold and will cause its officers, directors, and employees to hold in strict confidence all documents and information provided to Affiliate as required by this MOU, unless compelled to disclose by judicial or administrative process or, in the opinion of its counsel, by other requirements of law.
- B. **Severability:** In the event any part of this MOU is found to be illegal, in violation of public policy, or otherwise unenforceable in law, such finding shall not invalidate any other part(s) of this MOU.
- C. **Choice of Law:** The parties acknowledge that this MOU shall be governed by and construed under the laws of the District of Columbia (not including the choice of laws provisions thereof).
- D. **Government Contracting:** Affiliate acknowledges that APHA provides services to the Federal Government through contracts and that in connection with any such contract, APHA is required to make certain applicable certifications and each subcontractor for any such contract likewise will be required to make to APHA the applicable certifications. A list of Federal Funds Requirements and Certifications applicable to all Federal Contracts as of the date of this MOU is attached hereto as Exhibit A. In the event that Affiliate bids or otherwise seeks to become a subcontractor to APHA in connection with a contract that includes federal funds, Affiliate will be deemed to be able to truthfully make each applicable certification, and if selected to participate in such Contract, will be required to make each applicable certification to APHA. Affiliate represents that Affiliate has reviewed the requirements in Exhibit A and can, if required, make such certifications, or if Affiliate cannot make such certifications, Affiliate will not bid to become a subcontractor to APHA in connection with a contract that includes federal funds. Affiliate also acknowledges that the required certifications may change and that Affiliate will be required to make such certifications as are in effect at the time of bidding or otherwise seeking to become subcontractor to APHA. APHA will provide from time to time a list of applicable certifications.

VII. TERM

This MOU shall supersede any prior understandings and agreements between Affiliate and APHA. Both parties shall operate and conduct their business and affairs in accordance with the generally accepted principles of nonprofit business organizations. The “Term” of this MOU shall commence the day both parties have signed the MOU and shall automatically renew for successive one (1) year terms up to three years, unless either party provides the other party with written notice of its desire not to renew the (MOU) at least thirty (30) days prior to the end of the then current term. Notwithstanding the foregoing, Affiliate may terminate this MOU at any time upon thirty (30) days prior written notice to APHA. In addition, APHA may terminate this MOU at any time upon at least thirty (30) days prior written notice to Affiliate.

IN WITNESS WHEREOF, the parties hereto have caused this MOU to be executed by their duly authorized officers, effective as of the day and year first written above.

AFFILIATE

BY:

Title:

APHA

BY:

Executive Director
American Public Health Association

Appendix C

Approximate Calendar of Events

January	CoA Call Preliminary Discussion re: Scientific Sessions (notify local affiliate whose state/region hosting annual meeting)
February	CoA Call CoA Nomination committee starts working
March	CoA Call
April	CoA Call
May	CoA Midyear Meeting, Washington DC Draft plan for scientific sessions Presidents-Elect Meeting (CoA Chair attends)
June	CoA Call Call for Nominations for Awards Request for Support for Reception/Awards (also student poster awards)
July	CoA Call Call for Nominations for Awards Request for Support for Reception/Awards (also student poster awards)
August	CoA Call Awards Committee Meets to Review Nominations (late August/early September ... at least one month before annual meeting)
September	CoA Call
October/November	APHA Annual Meeting <ul style="list-style-type: none"> • Affiliate Day, Saturday • Affiliate Reception/Awards, Saturday Evening • CoA/ISC Joint Meeting, Sunday Afternoon • Candidates Forum (CoA Meeting # 1, Monday Morning) • CoA Meeting # 2 (Wednesday Morning) • Scientific Sessions (typically 2 on Monday, 1 on Wednesday)
November	CoA Call
December	CoA Call

Appendix D

2017 Policy Development Process and Review Calendar

<https://www.apha.org/~media/files/pdf/policy/2017policystatementcalendar.ashx>

Appendix E

Sample: CoA Awards Nomination Form (2014)

2014 Council of Affiliates (CoA)
Awards Nomination Form

Nominator Information

Name: _____

Address: _____

Daytime Phone: (____) _____ Email Address: _____

Type of Nomination (please check)

CoA Award for Excellence (Individual) _____

CoA Outstanding Affiliate of the Year Award _____

CoA Outstanding Student of the Year Award _____

Type and Length of Relationship with Nominee: _____

Nominee Information

Name: _____

Address: _____

Daytime Phone: (____) _____ Email Address: _____

Affiliation: _____

This form must be completed by the nominator and submitted with the other nomination materials in order to be considered in the selection of the finalists for one or more of the Council of Affiliates (CoA) awards. Once the CoA Awards Committee has chosen the finalists, additional information may be requested. The nominator may be asked to assist in assuring that the awardee is present at the CoA reception if at all possible.

Appendix F

Sample: Awards Letters



To: APHA Affiliate Members and Staff

From: Council of Affiliates (CoA)

Re: 2014 CoA Annual Awards

Date: May 21, 2014

It gives us great pleasure to invite and encourage you to nominate candidates for three CoA Awards that will be presented on Saturday, November 15, 2014 during the Council's Reception at the 142nd American Public Health Association (APHA) Annual Meeting in New Orleans, Louisiana. The rules are few and they are simple. Nominees should be exceptionally skillful and dedicated ... all APHA affiliate members are eligible. A CoA Nominations Form and supplemental materials must be completed and submitted by July 30, 2014.

The three awards are:

- The *CoA Award for Excellence* is given to an individual for work in his or her APHA Affiliate that is regarded as exceptionally meritorious and successful. Often, individual awardees exhibit significant leadership, innovative initiatives, and effectiveness and efficiency in her or his efforts within (or for) his or her Affiliate or Region.
- The *CoA Outstanding Affiliate of the Year Award* is given to an APHA Affiliate that provides a model for other affiliates for work or project(s) of high value in the field of public health. The Outstanding Affiliate should illustrate one or more exceptional activities in promoting public health in its state.
- The *CoA Outstanding Student of the Year Award* designed to recognize significant involvement of an undergraduate or graduate student in state, regional and/or national public health affiliate/association.

For each nomination, the following is requested:

- A completed CoA Nominations Form (see attached)

- A concise narrative describing why the “Individual” nominee (for the Award for Excellence and Outstanding Student Award) or the “Affiliate” nominee (for the Outstanding Affiliate of the Year Award) is deserving of the designated award.
- A bulleted list highlighting the nominee’s accomplishments and/or contributions.
- Copies of any materials which are illustrative or supportive of the nomination. Please limit such materials to a total of 10 pages. Website linkages may also be provided as material to support the nomination.
- While not “required,” no more than two (2) letters of support for each nominee addressing issues such as leadership, innovation, and excellence are encouraged. Such letters may be included with the nomination materials. Only one electronic submission per nomination will be accepted.

All of the above should be electronically transmitted to:

Ebunola Aniyikaiye, Policy Associate, Affiliate Affairs
Email: Ebunola.Aniyikaiye@apha.org.

ALL NOMINATIONS, SUPPORTING MATERIALS AND LETTERS MUST BE ELECTRONICALLY SUBMITTED NO LATER THAN JULY 30, 2014 . For additional information on the CoA Awards, contact Ebunola Aniyikaiye at (202) 777-2428 or e-mail at Ebunola.Aniyikaiye@apha.org.

Dear _____,

Thank you for nominating _____ **Public Health Association** for the Council of Affiliates Outstanding Affiliate Award. There are many outstanding affiliates doing work that bears recognition by the CoA.

I am pleased to inform you that [affiliate name] was selected for the award. The award will be given on Saturday, October 27, 2012 at the Council of Affiliates Reception which will be in the Moscone Convention Center, Esplanade Ballroom 305 from 6:30-8:00 p.m. Awards are typically announced about 30-45 minutes into the affair which gives individuals time to mingle a bit and to get some appetizers. The time varies a little depending upon when other meetings are concluded.

Would you please let me know who will be at the reception to accept the award? There will be an opportunity for one of individuals from [affiliate name] to provide some brief remarks in accepting the award if they so wish. And certainly feel free to bring a camera if you would like to take some pictures. The APHA photographer will typically also be there to take pictures.

The Council of Affiliates would encourage your affiliate to participate in the Online Community and post materials related to your accomplishments, particularly those that might be helpful to other affiliates who may wish to emulate your outstanding work. The Affiliate Online Community's web address is: <http://affiliates.apha.org/apha/home/>

Again, congratulations to [affiliate name]! I look forward to seeing you in [city of conference].

Sincerely,

XXXXX

Chairperson, CoA Awards Committee

Past Chair, Council of Affiliates

Appendix G

Sample: Candidates Forum: Draft Letter to Candidates

(sent electronically)

September 8, 2010

Dear APHA Board Candidate,

Congratulations on being nominated for {President-Elect, Executive Board Member} of the American Public Health Association.

One of the 2010 APHA Annual Meeting opportunities you have to communicate your position on various issues of interest to the Governing Council is the Committee on Affiliates and Inter-Sectional Council Joint Candidates Forum. The forum will be Monday, November 8, 2010 in XXXX.

Candidates will be divided into two panels. Please join us for Panel One which is scheduled from 7:00 a.m. – 8:00 a.m. Panel Two will begin promptly at 8:10 a.m. There will be two other board candidates and one of the candidates for the president-elect position at your session. The session will be moderated. The schedule will be:

- Candidates each have 1 minute to introduce themselves
- The moderator will pose two pre-selected questions with candidates each having 4 minutes to respond.
- Session will be opened to questions and dialogue with the audience for the remaining 30 minutes

Please confirm your participation with Pam Aaltonen at aaltonen@purdue.edu or 765-714-2881.

Another opportunity for you to communicate with the Committee on Affiliates and the Inter-Sectional Council (and thus all sections), is through a written response to the following questions. To be attentive to both your time and that of those receiving your responses, please keep your answers focused and concise. Might we suggest a response of 300 or less words (but no, we will not be using the count word feature of Microsoft Word!). You are an accomplished individual and many of those accomplishments will be articulated in your campaign materials. Do not feel that you need to repeat things here that are in your campaign literature. Please just append these items to your responses. Return your responses to Pam Aaltonen at aaltonen@purdue.edu by **October 8, 2010**.

Sincerely,

Barb Levin
Chair-Elect
Inter-Section Council

Pam Aaltonen
Chair-Elect
Committee on Affiliates

Sample: 2014 CoA/ISC Candidates Forum: Advance Written Questions (Executive Board)

1. APHA leadership has never before found a way financially to assist volunteer leaders (GC, EB) who must pay their own way to the annual meeting. Do you have a vision for how APHA could support its volunteer leaders by (e.g. external funding or registration discounts) in order to ensure those not reimbursed by an employer can still participate in leadership activities?
2. What are the most important initiatives that APHA, the affiliates and the sections can jointly undertake to improve the health of the public?
3. What other boards have you served on and in what capacity? What have you learned about what is important to being an effective Board member? Please include information regarding experience managing budgets, and resource development and allocation.
4. What are your definition of and your vision for health equity? As APHA Board Member, what would you do to lead APHA in achieving that vision?
5. What are the most urgent public health issues that APHA should address? Name one specific action that APHA should take to better promote public health.
6. *Executive Board candidates:* Are you satisfied with the current relationship between APHA and its affiliates? What specific initiatives or strategies would you continue, or what new ones would you propose, to enhance the relationship between organizations? What do you see as the affiliates' role with regard to the national organization, and how would you work on the Executive Board to facilitate fulfillment of that role?

Sample: 2014 CoA/ISC Candidates Forum: Advance Written Questions (President-Elect)

1. APHA leadership has never before found a way financially to assist volunteer leaders (GC, EB) who must pay their own way to the annual meeting. Do you have a vision for how APHA could support its volunteer leaders by (e.g. external funding or registration discounts) in order to ensure those not reimbursed by an employer can still participate in leadership activities?
2. What are the most important initiatives that APHA, the affiliates and the sections can jointly undertake to improve the health of the public?
3. What other boards have you served on and in what capacity? What have you learned about what is important to being an effective Board member? Please include information regarding experience managing budgets, and resource development and allocation.
4. What are your definition of and your vision for health equity? As APHA President-Elect/Board Member, what would you do to lead APHA in achieving that vision?
5. What are the most urgent public health issues that APHA should address? Name one specific action that APHA should take to better promote public health.
6. *Executive Board candidates:* Are you satisfied with the current relationship between APHA and its affiliates? What specific initiatives or strategies would you continue, or what new ones would you propose, to enhance the relationship between organizations? What do you see as the affiliates' role with regard to the national organization, and how would you work on the Executive Board to facilitate fulfillment of that role?



HEALTHOGRAPHY

APHA 142nd ANNUAL MEETING & EXPO
NOVEMBER 15–19, 2014 | NEW ORLEANS, LA

Joint COA / ISC APHA Candidates Forum Evaluation

Monday, November 17, 2014
7:00 a.m. – 10 a.m.

Forum Design

Format	Poor	Fair	Neutral	Good	Excellent
Content	Poor	Fair	Neutral	Good	Excellent
Audience Q & A	Poor	Fair	Neutral	Good	Excellent

Forum Logistics

Length	Poor	Fair	Neutral	Good	Excellent
Time	Poor	Fair	Neutral	Good	Excellent
Location	Poor	Fair	Neutral	Good	Excellent

Comments:

Appendix H

Sample: Evaluation Form for CoA/ISC Joint Meeting



ISC/COA MEETING EVALUATION

- Affiliate
 - Section/SPIG
1. What did you find most beneficial about this year's CoA/ISC meeting?

 2. What did you find least helpful about this year's CoA/ISC meeting?

 3. What might the ISC Steering Committee and Committee on Affiliates do to make next year's meeting of greater value to you?

 4. What topics would you like to see included on the agenda for future meetings?

Appendix I

Sample: Letters & email for Donations to Reception

August 3, 2009

Dear Colleagues and Affiliate Leaders:

As the Affiliate Representative to the Governing Council (ARGC) from Indiana, secretary of the Committee on Affiliates (CoA), and CoA reception chair, I am writing to encourage Affiliate Organizations, members and friends to once again help sponsor the Committee on Affiliates Awards Reception. Last year, the contributions of many of you made this reception a highlight of the Annual Meeting as it was filled to capacity with Affiliate and APHA leaders. A highlight, in addition to the wonderful conversations, is the presentation of CoA awards ... the CoA Award for Excellence, the CoA Award for Outstanding Affiliate of the Year, the CoA Chair's Citation, and a new student award.

The CoA is committed to the continuation and institutionalization of an ongoing Affiliate-sponsored celebration at APHA's Annual Meeting. **The CoA needs your help in funding this event.** In order for us to have a reception similar to that of last year, we will need to raise over \$7,000.

Donations of \$1000, \$500, \$250, and \$100 will go a long way in helping us to reach our goals.

Please join me in kicking off this campaign. We need you, your Affiliate and other organizations that are interested in seeing this celebration continue to **DONATE**. All sponsors will be recognized at the event and will be showcased outside of the reception.

Please commit today and complete the attached pledge form and e-mail us your pledge amount!

Your donation can be sent directly to APHA to the attention of Regina Davis Moss, Director of Affiliate Affairs. Please make your check payable to APHA and indicate on the check that your donation is in support of the CoA Affiliate Reception. APHA's mailing address is 800 I Street, NW, Washington, DC 20001-3710.

To ensure that your check is being allotted to the correct account and we are sure to include you in the list of donors, please let Regina know your pledge amounts by contacting her at regina.davis@apha.org.

We are counting on your support- please pledge today! I look forward to celebrating with you this fall at the CoA Affiliate Awards Reception on Saturday, November 7, 2009 in Philadelphia! Thank you for your consideration and we appreciate your continued support.

Best Wishes,

Pamela Aaltonen

CoA Regional Representative and Indiana ARGC

P.S. Please forward this e-mail to other friends of public health that may be interested in supporting our Affiliate reception. Additionally please let me know of other groups or companies you think might be willing to help sponsor the reception.

Hi Executive Board Colleagues

You are cordially invited to the CoA Awards and Networking Reception on Nov 2, at 6:30 pm at the Annual meeting in Boston. This is the "Place to Be" to meet friends and candidates plus recognize the great work of our peers.

This is also my ask/small donor campaign. Typically the CoA has provided a nice selection of small plate foods and appetizers. The reception depends entirely on donations so we would appreciate both your attendance and help. We would like to recognize our contributors by listing you among them on our donor board at the reception.

To guarantee recognition on the donor board, please contribute now - just paste this link your browser (https://secure.apha.org/scriptcontent/custom/gift/donationform_campaign.cfm?campaign=everymember) and remember to scroll down to click the CoA reception circle.

If you want to send a check, please send it to:

APHA
c/o Ebby (Ebunola Aniyikaiye)
Affiliate Affairs
800 I St., NW
Washington, DC 2001-3701

If you have any question feel free to contact me or Ebby at ebunola.aniyikaiye@apha.org .

Best regards and thanks for your consideration.

Jim Dale
CoA, Chair

Appendix J

Sample Annual Report 2016 Council of Affiliates Annual Report

The Council of Affiliates (CoA) serves to enhance the relationship between the American Public Health Association (APHA) and its 54 Affiliates. With the vision of creating the healthiest nation in one generation, our mutual goal is to build a stronger, more cohesive APHA while also improving the infrastructure and the services provided by the Affiliates and the public health workforce. Guided by the APHA bylaws and the CoA 2014 – 2017 Work Plan, the CoA encouraged Affiliates' full participation in the activities and causes of the APHA. This annual report is intended to update the Governing Council of the CoA's progress toward attaining our mission and vision.

COA was represented at the *Presidents-Elect Meeting* by Chair Eldonna Chesnut many Affiliates were represented at this meeting. The agenda was packed with a tremendous amount of information for the new affiliate president-elect's. Some of the information shared was about the COA and how it works with both the affiliates, APHA staff, other APHA components, Governing Council and the APHA Executive board. The affiliate attendees were also introduced to many APHA staff and educated about the programs they worked in. Other presentation topics included Advocacy, Governance, APHA Website, and Health Equity. Dr. Benjamin shared his remarks with the group as well. There was also networking time and dinners to allow the new leaders to share and bond with their counterparts. Finally, many of the new affiliate leaders made hill visits to their legislators.

The *COA/ISC mid-year meeting* was held in June at APHA headquarters, most affiliates were represented at this meeting. Five joint sessions were held with ISC over the 3 day meeting. The joint sessions included discussions on collaborative efforts of the two groups, strategic plan work session, hill briefings, APHA membership update, Committee on Social Responsibility (CSR) update, APHA communications, international/global public health, and climate change. The COA leadership team had spent considerable time reviewing and revising the COA work plan that was shared in its completed form at this meeting with the full council. Discussions were also held around planning for COA events at APHA annual meeting. A lively discussion was held on what affiliates can do to better support APHA in membership recruitment and other topics. As with the President Elect meeting, networking time was built in for information sharing. The meeting was wrapped up by a presentation from Dr. Benjamin followed by many COA members going to meet with their legislators.

The CoA continues to strengthen its relationship with other APHA components. The Chair-elect of the CoA and the *Intersectional Council-Steering Committee*, respectively, attend the other's monthly meeting and CoA members are encouraged to actively participate in their selected section(s). A new initiative launched this year was to have COA members serve as section liaisons between the section(s) they belong to and the COA. The COA member attends their section meeting and encourages collaboration between the section, COA and/or the affiliates. At each COA meeting the section liaison is given the opportunity to share any section news and/or activities. Fourteen sections had liaisons on the COA this year. The initiative is off to a slow start but has received positive response from some ISC members. Additionally the COA heard presentations from 3 sections on partnership ideas between COA/affiliates and these sections. The sections were *Health Administration, Public Health Nursing, and Climate Change/Environmental*. The CoA's has been blessed to have a wonderful *Student*

Assembly (SA) representative to COA this year. The council has been updated on what is occurring with SA. She also does a wonderful job of coordinating the COA poster session for annual meeting. COA members were invited to a social with SA during the mid-year meeting, which many members were able to attend. CoA continues to include two representatives from *early career professionals* on the monthly council calls.

CoA is making strides to become represented and active in other parts of APHA. CoA has three members who are active members of the *Action Board* and successfully influenced Affiliates' participations in the PHACT Campaign as well as other advocacy actions. One past CoA chair and one current member participated on the APHA *Nominations Committee*. The CoA Chairperson fully engaged as an ex officio voting member of the APHA *Executive Board* contributing the CoA perspective on various topics and serving on the CSR, and Executive board membership committee, as well as the ad hoc speaker vetting subcommittee. The CoA submitted nomination support for 19 affiliate members seeking appointment to various boards and committees of which 10 were appointed. Additionally, our immediate past CoA chair organized a policy committee that submitted detailed, timely comments on proposed APHA policies.

The CoA Chair extends deepest thanks and gratitude to our CoA leadership team, Regional Representatives, our dedicated representatives to APHA Boards, Councils, Committees, and Work Groups, and the wonderful, dedicated Affiliate Affairs staff. Finally, on behalf of the CoA, thank you to the APHA Executive Board and Executive Director for their support of all Affiliates and the work accomplished across our nation.

Respectfully submitted,
Eldonna Chesnut, RN, BSN, MSN
2015/2016 CoA Chair

Sample: Annual Reports

2015 Council of Affiliates Annual Report

The Council of Affiliates (CoA) serves to enhance the relationships with the American Public Health Association (APHA) and between the Affiliates. The goal is to build a stronger, more cohesive APHA while also improving the infrastructure and services provided within the 54 Affiliates and the public health workforce with the vision of creating the healthiest nation in one generation. Guided by the APHA bylaws and the COA 2014 – 2017 Work Plan, the COA encouraged Affiliates' full participation in the activities and causes of the APHA. This annual report is intended to update APHA's Governing Council of the CoA's progress toward attaining our mutual mission, vision, and goals.

The COA's members volunteered to take on at least one of the 22 COA Work Plan objectives which are aligned with the APHA strategic plan. During monthly meetings and at the mid-year meeting, each member was asked to report on the status of their objective. In summation, COA was able to implement 12 of the 22 objectives by the mid-year meeting and made progress in each of the other 10 multi-year objectives. The COA continues to strengthen its relationship with the *Intersectional Council-Steering Committee* and encourage its members to actively participate in their section(s). Thirty-six (36) Affiliate staff, leaders, and members attended the President-elects meeting in June to learn about the reinforce the role of Affiliates in furthering the mutual mission, vision, and goals of the APHA/COA/

The CoA collaboration with the *Student Assembly* continues to be a significant leadership and growth opportunity. CoA members worked with the student liaison to implement *Regional Student Liaisons* to build closer alliances between the Affiliates and future public health leaders.

The COA welcomed two *early career professionals* Lauren Ho (WA) and Stephanie Croasdell (AZ) to participate in Membership Services' work group on engaging Early Career Professional.

Three COA members are also active members of the *Action Board* and successfully influenced Affiliates' participations in the PHAct Campaign as well as other advocacy actions. A COA member served on the *Nominations Committee*. The CoA Chairperson actively participated as an ex officio voting member of the APHA *Executive Board*, contributing the COA perspective as well as administrative expertise to various topics on the *Governance* and the *Strategic Planning* committees, respectively.

Affiliates received training on advocacy and funding for accreditation readiness.

The COA has planned numerous activities for the 2015 APHA Annual Meeting: sharing best practices, individual and Affiliate association development, networking, and leadership opportunities via

1. Affiliate Day, including Affiliate associations' staff meeting
2. Affiliate Scholarship and Awards Reception
3. Candidates Forum
4. Scientific sessions (3)
 - a. *Progress on Health Improvement and Accreditation: APHA Affiliates Partnering with State and Local Health Departments*
 - b. *Plan4Health: Linking Public Health and Planning to Build Improvements in Health*
 - c. *Improving Health Through Food Policy*

5. Poster Sessions (32):
 - a. Affiliate abstracts - 4
 - b. Undergraduate student abstracts - 5
 - c. Graduate student abstracts - 23

An Affiliate delegation of 13 travelers ventured to Cuba in March 2015 (4 COA members, 6 Affiliate members, 2 family members, and 1 Affiliate Affairs staff member). Many travelers were impressed with Cuba's comprehensive, intersectoral health care system integrating all facets of life: [family, cultural (spiritual/religion), business, education, government] in primary, secondary and tertiary levels of health care. This educational exchange was enlightening and inspirational; it led to the COA's development of a proposal to the Executive Board precipitating an International Workgroup staffed by the Global Health Manager in APHA's Center for Professional Development, Public Health Systems & Partnerships.

The CoA Chair extends deepest gratitude to our leadership team; the Regional Representatives; our Action Board Representatives; Student Assembly Liaison(s) and to the Affiliate Affairs staff. Finally, we thank the APHA Executive Board and Executive Director for their support of all Affiliates and the work accomplished across our nation.

Respectfully submitted,
Patricia D. Parker, MSPH,
APHA Council of Affiliates Chair, 2014 / 2015

American Public Health Association 2014 Council of Affiliates Annual Report

The Council of Affiliates (CoA) serves, to study, recommend, monitor, and coordinate the ways in which APHA can strengthen the relationship between itself and the Affiliates and the Affiliates with each other. The goal is to build a stronger, more cohesive APHA and while also improving the infrastructure and services Affiliates provide to their States and the public health workforce. Over the past several years, the CoA collaborated with the APHA Affiliate staff to develop and implement multi-year work plans, this year developing a strategic plan that is closely linked to the new APHA Strategic Map.

This annual report is intended to update the [Governing Council](#) of APHA on the progress of the CoA toward attaining its goals.

Highlights from the past year include:

Election of Officers was held at the annual meeting in Boston with Nancy Shapiro being selected as Chair, Pat Parker elected as Chair Elect and Hope Rollins as Secretary. Jim Dale assumed the immediate Past Chair position. New Regional Representatives included: Sarah Kelly, Cassandra Chess, Hope Rollins, Eldonna Chesnut and Charlene Cariou. Additionally, Paul Wightman was appointed to fill the remaining year of the Affiliate Staff member's term and John Packman as the new CoA At Large member. Shalilesh Advani was appointed as the new Student Assembly Representative. Former CoA Secretary and Region V Representative, Peggy Hintzman provided special guest appearances with the CoA to finalize and refine the Affiliate Self Assessment tool.

A major initiative of 2014, was the development of a new Strategic Plan, closely related to the goals set forth by the APHA Executive Board's newly developed Strategic Map. Council of Affiliate objectives were organized with three major goals designed to:

- Strengthen public health practice;
- Build a public health movement; and
- Align organizational capacity and infrastructure

Objectives include both continuing and new CoA initiatives: 1) increasing Affiliate participation in the use of APHA sponsored initiatives including use of the Affiliate On-Line Community, 2) National Public Health Week activities and 3) participation in webinars and advocacy efforts.

It is a major goal of the CoA, that in upcoming year's; all of our nations Affiliate's will incorporate, into their own strategic plans, at least one objective designed to: strengthen public health practice, build a public health movement and align their organizational capacity and infrastructure more closely to APHA.

The CoA worked with APHA Affiliate Affairs staff, to test and measure the newly developed Affiliate Self Assessment tool. Eleven Affiliates utilized the on-line tool to measure their strengths and weaknesses in nine domains:

- Legal Practices and Requirements
- Governance and Organizational Structure

- Operational Management
- Financial Management and Resource Development
- Advocacy and Public Health Policy Development
- Member Recruitment and Engagement
- Member Professional Development
- Communications and Technology
- Strategic Partnerships

Completion of the tool leads to an Affiliate Improvement Work Plan, assisting all participating Affiliates with the ability to develop and refine their own Strategic Plans. The tool is now available for utilization, by all Affiliates, through the Affiliate On-Line Community.

During 2013 and 2014, the CoA continued to conduct Affiliate Tag during Affiliate Day. This exercise assists in identifying Affiliate best practices related to each of the self-assessment domains. Over the next several years, a library of resources, related to each Domain will be available to all Affiliates continuing to promote our culture of continuous quality improvement.

The CoA continued the evaluation of the Affiliate/APHA dues structure, following the APHA Governing Council's 2013 approval of the new individual dues rates. Affiliates, in 2014, were billed \$1.50/affiliate member and provided a \$0.75 rebate for each joint member, compared to previous rates. Due to concerns about equity and having the 10-year goal of 25% of APHA Affiliate non-grant related costs paid by Affiliate dues, the CoA continued discussions about instituting a new organizational dues category. Affiliates participated in a number of surveys, were provided information at in person meetings and the CoA is recommending a 1% dues rate of revenue generated by Affiliate Organizational members. An informational webinar was held on October 24, 2014 to provide another opportunity for Affiliates to ask questions and voice concerns regarding instituting this new dues category. The organizational dues category and dues rate was introduced to the APHA Executive Board at their September meeting and will be voted on by both the Executive Board and Governing Council at the 2014 annual meeting.

During the last half of 2014, the CoA began discussing an Affiliate delegation trip to Cuba. Thanks to CoA member Jeanie Holt for coordinating our planning for this exciting venture which will occur March, 2015.

Mentors for the new CoA members were designated, continuing a practice developed in 2012. Orientation of new CoA members was held in January of 2014, with refresher courses offered during the year as additional new members were added to the CoA due to election of new ARGC's during the course of the year.

Continual use of the Regional Representative monthly reporting form during the year assisted the ARGC's in assuring contact was made with most Affiliates during the month leading to increased regional sharing and the potential to create regional relationships.

The CoA chair participated as a member of APHA Executive Board serving on the membership and strategic planning committees.

The CoA representative on ISC Steering Committee was designated by the CoA Chair to be Pat Parker, CoA Chair-elect. The Chair-elect works extensively with the ISC Chair-elect in setting up the annual CoA/ISC candidate's forum.

National Public Health Week – Public Health Starts Here - was again a strong focus of the CoA with superior support and advocacy by APHA Affiliate staff and participation by Affiliates across the nation. Many activities were conducted as detailed in The Nations Health.

CoA Executive Leaders participated in the review of new Health Equity and Accreditation grant review processes and provided feedback to APHA Affiliate Affairs staff in recommending a joint application with the American Planning Association (APA) to secure funding for APHA Affiliates and APA Chapter coalition development designed to develop local and state wide strategies to reduce chronic diseases through policy and system changes designed to reduce tobacco use, improve nutrition and increase physical activity resulting in decreases in the incidence of obesity.

Advocacy continued to be a strongly supported effort of the CoA with the public health priorities identified by APHA as:

- Appropriations and funding (Centers for Disease Control and Prevention, Health Resources and Services Administration, funding for mental health programs)
- Protecting the Affordable Care Act (including the Prevention and Public Health Fund)
- Violence prevention/reducing gun violence
- Transportation reauthorization

Additionally, Affiliates participating in Hill Visits also had the opportunity to notify their legislator's of significant public health issues of concern in their state.

We were pleased to recognize the newly revitalized Delaware Affiliate at the APHA Annual Meeting and following the 2013 approval of the new Affiliate during the APHA Governing Council, the Delaware Affiliate participated in a number of APHA events including attending the 2014 President's Elect training and concurrent Technical Assistance training organized by APHA Affiliate Affairs staff.

The CoA student liaison position continues to be a significant leadership and growth opportunity. CoA members worked with liaison Shailish Advani to reach out to build newly envisioned regional student liaisons who will work with the 10 CoA Regional Representatives to build closer alliances between the Affiliates and future public health leaders.

Service by CoA members included Gerald Ohta and Pat Parker on the APHA nomination committee. Gerald Ohta also served on the APHA accessibility Work Group. Furthermore, the Action Board members of CoA, Gerald Ohta, Marc Hiller and Debbie Swanson, continued their valuable work. Marc Hiller was re-appointed to serve on the Committee for Social Responsibility.

The Affiliate Presidents-Elects and Technical Assistance meeting was held in Washington in May. As in 2013, APHA Staff was able to invite two members of each Affiliate to this important event. The President's Elect training provides vital information to newly elected Affiliate leaders, while the technical assistance training focused attention to Health Equity and information related to Affiliate non profit legal practices and requirements. Attendees continue to note that one of the best parts of the event is the chance to meet and learn from their peers across the nation. This extremely well attended event

indicated the level of engagement of Affiliates by the APHA. APHA staff prepared these local leaders to reach out to their state's elected officials— many for the first time. Key skills in advocacy and new contacts established will have long lasting impact on the public health of our nation. The continued support of this event by APHA is deeply appreciated by the CoA and all of our Affiliates! The work and coordination of the APHA Affiliate staff was key, as usual, to making this event successful.

The CoA Mid-Year meeting was held in Washington, DC and allowed the CoA members to address key issues within each of the 10 APHA regions and discuss strategies to aid affiliates in their efforts. Components of our work plan thought most relevant to CoA members were discussed. The CoA and the ISC met together to identify common aims and needs and discuss strategies to work together. Additionally, APHA Director of Membership conducted a member engagement/communication exercise designed to assist both APHA and Affiliates identify key member engagement strategies. This activity will be shared with all Affiliates during the 2014 Affiliate Day activities in New Orleans. Once again, CoA members made Hill visits.

Affiliate Day held on Saturday, November 15, 2014, featuring updates on organizational dues; the new CoA Strategic Plan; the new APHA/APA grant opportunity; membership engagement; and a panel of Affiliate best practices related to communication, fundraising and advocacy. During the day, individual Affiliates participated in the “Affiliate Tag” game of sharing additional best and better practices which will be incorporate into the new evaluation tool. Models for organization dues for affiliates were reviewed and discussed. As in past years, Affiliates were provided APHA Leadership updates by both APHA President Joyce Gaufin and APHA Executive Director, Georges Benjamin.

The annual CoA Awards Reception and “meet and greet”, was held following the opening Governing Council session. The reception not only provides a venue to honor and celebrate affiliate and student achievements with awards and scholarships, but also has become the “place to be” for networking, meeting candidates and visiting with friends and colleagues. As in the past, the reception and awards event was paid for with funds raised by the CoA during the year and the kind donations of friends and colleagues. Those contributing are primarily the Affiliates and their members themselves. Thanks go to all CoA members who worked together to make this a successful event and a very special thank you to all who donated.

Three CoA Scientific Sessions were organized for the Annual Meeting for the purpose of further engaging Affiliates and students (the future of our profession). Sessions were coordinated and arranged by CoA Past Chair, Jim Dale; colleagues from our Louisiana host Affiliate and APHA Affiliate staff. These scientific sessions included:

1. Best Student Activities at Affiliates Across the Nation
2. Rural Health 2020 perceptions and Progress on Health Improvement & Accreditation at the State & Local Level
3. Lessons Learned in Disaster Preparedness from Louisiana

CoA Poster Sessions for graduate students, undergraduate students and Affiliates, were organized and coordinated by the APHA Student Assembly representative to the CoA and APHA Affiliate staff. This year CoA was again fortunate to provide scholarships for the two outstanding student authors. CoA members and Affiliate volunteers judged the posters.

The CoA/ISC joint meeting focused on improving member engagement with a special focus on student

and early career/transitional members.

The APHA candidate forum was again coordinated and conducted through the joint efforts of CoA and the ISC. Pat Parker CoA Chair-elect, and Malcolm Bryant, ISC Chair-elect, coordinated the event. Alan Hinman, once again, serving as the moderator.

The 2014 CoA continued its efforts to be the voice of both the members and public health friends of Affiliates. Obviously, it is the work of many dedicated individuals that makes this happen. I was honored to work with a very special 2013 - 2014 CoA team who made our success possible. They included: Jeanie Holt, Sarah Kelly, Cassandra Chess, Amy Radican-Wald, Hope Rollins, Lora Weir, Eldonna Chestnut, Jamie Roques, Bernie Weintraub, and Charlene Cariou - the representatives from each of the APHA 10 regions. They brought common sense, local perspectives and innovative thoughts to our work. Debbie Swanson, Gerald Ohta, and Marc Hiller served thoughtfully as our representatives to the APHA Action Board. Pat Parker and John Packham served admirably as CoA members at-large. Marc Hiller also served conscientiously on the Committee for Social Responsibility. Shailesh Advani served as our Student Liaison and helped us focus on the future. My colleagues, the 2013 - 2014 Officers on the CoA, are an exceptional, thoughtful and dedicated Affiliate and APHA members. Their hard work and superior efforts was key to any accomplishments we attained. The CoA Leadership team was composed of Jim Dale, Pat Parker and Hope Rollins. Their support and leadership as much appreciated by all serving on the CoA. However, the good work of the CoA simply would not happen if it were not for the support of the dedicated APHA Affiliate Affairs staff, Kimberly Moore Smith, Mekia Barclift and Ebunola "Ebby" Aniyikaiye. Additionally, Caitlin Carlo, the Affiliate Affairs Intern/NPHW Fellow assisted the CoA in many activities, including coordinating the national NPHW activities.

The CoA greatly appreciates the support of the APHA Executive Board and Dr. Georges Benjamin for their support of all Affiliates and the work accomplished across our nation.

Respectfully submitted,
Nancy Shapiro, MA, RN
APHA Council of Affiliates Chair, 2013-2014

American Public Health Association 2013 Council of Affiliates Annual Report

The Council of Affiliates (CoA) serves, to study, recommend, monitor, and coordinate the ways in which APHA can strengthen the relationship between itself and the Affiliates and visa versa. The goal is to build a stronger, better APHA and also stronger Affiliates. Over the past several years, the CoA collaborated with the APHA Affiliate staff to develop and implement multi-year work plans.

This annual report is intended to update the [Governing Council](#) of APHA on the progress of the CoA toward attaining its goals.

Highlights from the past year include:

- Election of Officers was held at the annual meeting in San Francisco with Nancy Shapiro being selected as Chair-elect and Peggy Hintzman as Secretary. Jim Dale assume the Chair position and Catherine Cooksley Past-Chair. New Regional Representatives included: Amy Radican-Wald, Lora Weir, and Jamie Roques.
- Focus 2013 on the strategic pillars of Affiliates was a theme advocated by the Chair. **Advocacy, membership, education, networking/communication & leadership** were detailed as key components of Affiliate activities. Through on-going discussions, the Executive Committee of the CoA refined the focus towards developing a living document Evaluation & Assessment Tool for use by Affiliates for continuous quality improvement and also incorporating the “Affiliate Tag” Best Practices from Affiliate Day 2012. Development of the tool was a process and a work project that continued throughout the year with detailed development done by a dedicated volunteer work group within CoA.
- Mentors for the new CoA members were designated and the mentees provided good feedback for the success of the effort. In January 2013, new CoA members were invited to participate in a new leader orientation, which included a review of the CoA Leadership Guide.
- The monthly conference calls format was updated to include expanded reports by the Regional Representatives of the Affiliates in their region. APHA Affiliate Staff developed a template which encompassed and highlighted the Regional Representatives reports as well as the reports of all members of the CoA.
- The CoA chair participated as a member of APHA Executive Board serving on the finance, branding and membership committees.
- The CoA representative on ISC Steering Committee was designated by the CoA Chair to be Nancy Shapiro, CoA Chair-elect. The Chair-elect works extensively with the ISC Chair-elect in setting up the candidate forum. It was also thought that the exposure of the Chair-elect with the ISC would enhance the communication as Nancy assumed the Chair position.
- National Public Health Week - Public Health is ROI: Save lives, Save money - was again a strong focus of the CoA with superior support and advocacy by APHA Affiliate staff and participation by

Affiliates across the nation. Many activities were conducted as detailed in The Nations Health and Escape Fire was shown at many venues.

- CoA Executive Leaders participated in the Accreditation mini-grant review process and gave valuable feedback to assist in the granting process.
- Advocacy continued to be a strongly supported effort of the CoA with Gun Violence Prevention, Food for the Needy, and Public Health Funding (among many others) being the focus of letters and visits to the Hill.
- Transition of the Delaware Affiliate has been worked by Debbie Hettler as Region Representative and APHA Affiliate staff. The Delaware Affiliate has been inactive. Numerous outreach efforts have been unsuccessful; however, with strong efforts of staff and a dedicated group in Delaware, a CoA supported proposal has been submitted to the APHA Executive Board.
- The CoA student liaison position continues to be a significant leadership and growth opportunity. CoA members worked with liaison Renata Slayton to reach out to build student liaison contacts at each Affiliate across the nation.
- Concern by the CoA continued to be expressed about the financial impact on an Affiliate when the APHA annual meeting is held in their area.
- The Border Health Association meeting was attended by CoA past Chair Catherine Cooksley who added the voice of CoA and the Texas PHA to that venue.
- Service by CoA members included Gerald Ohta and Pat Parker on the APHA nomination committee. Gerald Ohta also served on the APHA accessibility Work Group. Furthermore, the Action Board members of CoA, Gerald Ohta, Marc Hiller and Debbie Swanson, continued their valuable work. Marc Hiller was appointed to serve on the Committee for Social Responsibility.
- The Affiliate President-Elects and Technical Assistance meeting was held in Washington in May. It provided Affiliates the opportunity to not only send their President-elect, but also another member of their Affiliate team. This event continues to provide Affiliate presidents-elect opportunities to learn about APHA and the CoA. In addition, by providing for an additional attendee, Affiliates were able to grow in knowledge and skill through this event. Attendees continue to note that one of the best parts of the event is the chance to meet and learn from their peers across the nation. This extremely well-attended event indicated the level of engagement of Affiliates by the APHA. These upcoming leaders summarized affiliate achievements and learned about processes developed by the CoA that they can use to reach out to their members. APHA staff prepared these local leaders to reach out to their state's elected officials— many for the first time. Key skills in advocacy and new contacts established will have long lasting impact on the public health of our nation. The continued support of this event by APHA is deeply appreciated by the CoA and Affiliates! The work and coordination of the APHA Affiliate staff was key, as usual, to making this event successful.
- The CoA Mid-Year meeting was held in Washington, DC and allowed the CoA members to address key issues within each of the 10 APHA regions and discuss strategies to aid affiliates in their efforts. Components of our work plan thought most relevant to CoA members were discussed. The CoA and

the ISC met together to identify common aims and needs and discuss strategies to work together. A presentation addressing community outreach and organizing, ReThink Health, was well received by both the CoA and ISC members. This presentation stimulated a push to expand this training to the annual meeting in Boston. Many CoA members made visits to the Hill to advocate for public health issues. Recommendations were made to update the CoA Leadership Guide and enhance plus expand the use of the Affiliate On-Line Community. Briefings were present by numerous APHA staff member addressing: advocacy, strategic plans, membership, branding, development, finances, and other timely issues. Targeted development work on the Affiliate Evaluation and Assessment Tool was accomplished through use of the quality approaches of brainstorming, affinity charting, and multi-voting.

- Dues, benefits and engagement conversations continued throughout the year. CoA conducted this effort with APHA staff and through subcommittees. This has been a process that began in previous years with gathering information from other national groups on dues structure, membership and benefits. The dues of Affiliates paid to the APHA have not changed since 1978. Equity, financial impact, and models were discussed and addressed by the CoA membership subcommittee, the CoA Executive Committee, APHA Affiliate staff and CoA as a whole. Agreement was reach on a proposed model for dues increases for individual Affiliate members; however, the CoA decided further review of ideas and options for dues addressing Affiliate “organizational members” was needed to make a better informed proposal. The individual dues proposal was forwarded to the APHA Executive Board for review on its way to the Governing Council for consideration.
- Affiliate Day held on Saturday, November 3, 2013 featuring updates on our new, draft Affiliate Evaluation and Assessment Tool. The tool is to be a living document to provide an avenue for continuous quality improvement and success at the local level. During the day, individual Affiliates participated in the “affiliate tag” game of sharing additional best and better practices which will be incorporate into the new evaluation tool. Models for organization dues for affiliates were reviewed and discussed. APHA staff and leaders updated all on activities undertaken to revitalize national membership, address a new approach to branding and progress on the strategic plan plus continued advocacy efforts including the PHACT campaign.
- The annual CoA Awards Reception and “meet and greet”, was held following the opening Governing Council session. The reception not only provides a venue to honor and celebrate affiliate and student achievements with awards and scholarships, but also has become the “place to be” for networking, meeting candidates and visiting with friends and colleagues. As in the past, the reception and awards event was paid for with funds raised by the CoA during the year and the kind donations of friends and colleagues. Those contributing are primarily the Affiliates and their members themselves. Thanks go to all CoA members who worked together to make this a successful event and a very special thank you to all who donated. This generosity allows Affiliates the opportunity to personally meet and talk to those who previously could be communicated with only by phone or by email. This incredible opportunity is a collaborative effort of APHA staff and the CoA. It reaches out to the more than 20,000 public health professionals across the nation whom the CoA represents.
- Three CoA Scientific Sessions were organized for the Annual Meeting for the purpose of further engaging Affiliates and students (the future of our profession). Sessions were coordinated and arranged by CoA Past Chair, Catherine Cooksley, APHA Affiliate staff, Region XIII Representative,

Montana PHA ARGC, Lori Wier, plus our colleagues at the host MA PHA. These scientific sessions included:

- Healthy “Rural” People: How APHA’s State Affiliates Can Get Involved
- United States & Mexico Border Public Health: Affiliates on Both Sides Working Toward Solutions
- The MA Model and the Role of Local Public Health Associations in the Affordable Care Act

- CoA Poster Sessions for graduate students, undergraduate students and affiliates, were organized and coordinated by the APHA Student Assembly representative to the CoA and APHA Affiliate staff. This year CoA was again fortunate to provide scholarships for the outstanding student authors. CoA members and Affiliate volunteers judged the posters.
- The CoA/ISC joint meeting focused on developing new “take- home” skills through the ReThink Health Leadership training program, which builds skills in community outreach and organizing. ReThink Health has repurposed the time-tested tools of community organizing to enable participants to achieve their goals for meaningful stakeholder engagement. Organizing, the ReThink way, enables a community to be transformed into a constituency that is mobilized towards a common goal. It is a form of leadership that enables the constituency to use its resources to make change based upon the mastery of these key skills.
- The CoA membership and ARGCs from across the nation participated the Governing Council round table session.
- The APHA candidate forum was again coordinated and conducted through the joint efforts of CoA and the ISC. Nancy Shapiro, CoA Chair-elect, and Donna Beal, ISC Chair-elect, coordinated the event. Alan Hinman serving as the moderator.

The CoA 2013 continued its efforts to be the voice of both the members and public health friends of Affiliates. Obviously, it is the work of many dedicated individuals that makes this happen. I was honored to work with a very special 2013 CoA team who made our success possible. They included:

Jeanie Holt, Sallie George, Debbie Hettler, Peggy Hintzman, Amy Radican-Wald, Lora Weir, Louise Lex, Jamie Roques, Bernie Weintraub, and Regan Mattingly - the representatives from each of the APHA 10 regions. They brought common sense, local perspectives and innovative thoughts to our work.

Debbie Swanson, Gerald Ohta, and Marc Hiller served thoughtfully as our representatives to the APHA Action Board. Pat Parker and Jennifer Bonnet served admirably as CoA members at-large. Marc Hiller also served conscientiously on the Committee for Social Responsibility. Renata Slayton served as our Student Liaison and helped us focus on the future.

My colleagues, the 2013 Officers on the CoA, are an exceptional, thoughtful and kind team whose dedication was spectacular. Their hard work and superior efforts were key to any accomplishments we attained. Peggy Hintzman, Nancy Shapiro and Catherine Cooksley are just outstanding professionals and servant leaders.

However, the good work of the CoA simply would not happen if it wasn’t for the support of the dedicated APHA Affiliate Affairs staff, Kimberly Moore Smith, Mekia Barclift and Ebunola "Ebby"

Aniyikaiye. My thanks and appreciation also goes out to Dr. Benjamin, a true champion of the Affiliates. He and his team have invariably looked to the future of public health at the grassroots and grass tops level.

Respectfully submitted,

James E. Dale, DVM, MPH, MBA, DACVPM

APHA Council of Affiliates Chair, 2012-2013

AFFILIATE DAY AGENDA

Saturday, October 31, 2015 | 8:00 am – 1:00 pm
McCormick Place Convention Center | Room W185a

8:00 a.m. – 8:05 a.m.	Greetings and Introductions Patricia Parker, MSPH, 2015 CoA Chair
8:05 a.m. – 8:20 a.m.	Affiliate Affairs Updates Kimberly Moore Smith, MHSA, Director, APHA Affiliate Affairs
8:20 a.m. – 8:40 a.m.	CoA Leadership Updates Patricia Parker, MSPH, CoA Chair Eldonna Chesnut, MSN, CoA Chair Elect Jeanie Holt, MS, RN, MPH, CoA Secretary, Regional Representative, ARGC Nancy Shapiro, MA, RN, CoA Past Chair
8:40 a.m. – 8:45 a.m.	Fundraising Updates Lynn Bethel, RDH, MPH, APHA Board Member Barb Levin, MD, MPH, APHA Board Member Torrey Wasserman, MBA, MHA, Development Manager
8:45 a.m. – 8:55 a.m.	Networking Break
8:55 a.m. – 9:15 a.m.	APHA Leadership Updates Georges Benjamin, MD, APHA Executive Director
9:15 a.m. – 9:55 a.m.	Public Health Communications Terri L. Sasser, PhD, MPH, Assistant Professor, Department of Communications, Georgia Regents University
9:55 a.m. – 10:50 a.m. (Instructions attached)	Affiliate Tag Activity: Best Practices in Membership Engagement Patricia Parker, MSPH, CoA Chair
10:50 a.m. – 11:05 a.m.	RWJF's New State-based Report Andrea Ducas, MPH, Program Officer, Robert Wood Johnson Foundation Dwayne Proctor, PhD, Director and Senior Adviser, Robert Wood Johnson Foundation
11:05 a.m. – 11:45 a.m.	Aligning the APHA Strategic Plan and CoA Work Plan Susan L. Polan, PhD, APHA Associate Executive Director, Public Affairs and Advocacy

11:45 a.m. – 11:55 a.m.	Benefits of Regional Cooperation Hope Rollins, Regional Representative, ARGC Shirley Orr, MHS, APRN, NEA-BC, Regional Representative, ARGC
12:00 p.m. – 12:50 p.m.	Lunch and Regional Planning Discussions
12:50 p.m. – 1:00 p.m.	Next Steps and Closing Remarks Patricia Parker, MSPH, CoA Chair
1:00 p.m. – 2:00 p.m.	New Affiliate Leader Orientation Patricia Parker, MSPH, CoA Chair & Affiliate Affairs Staff



APHA 142nd ANNUAL MEETING & EXPO
NOVEMBER 15–19, 2014 | NEW ORLEANS, LA

2014 Affiliate Day
Saturday, November 15, 2014

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2014 Affiliate Representative to the Governing Council Roster

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2014 Joint CoA/ISC Meeting Agenda

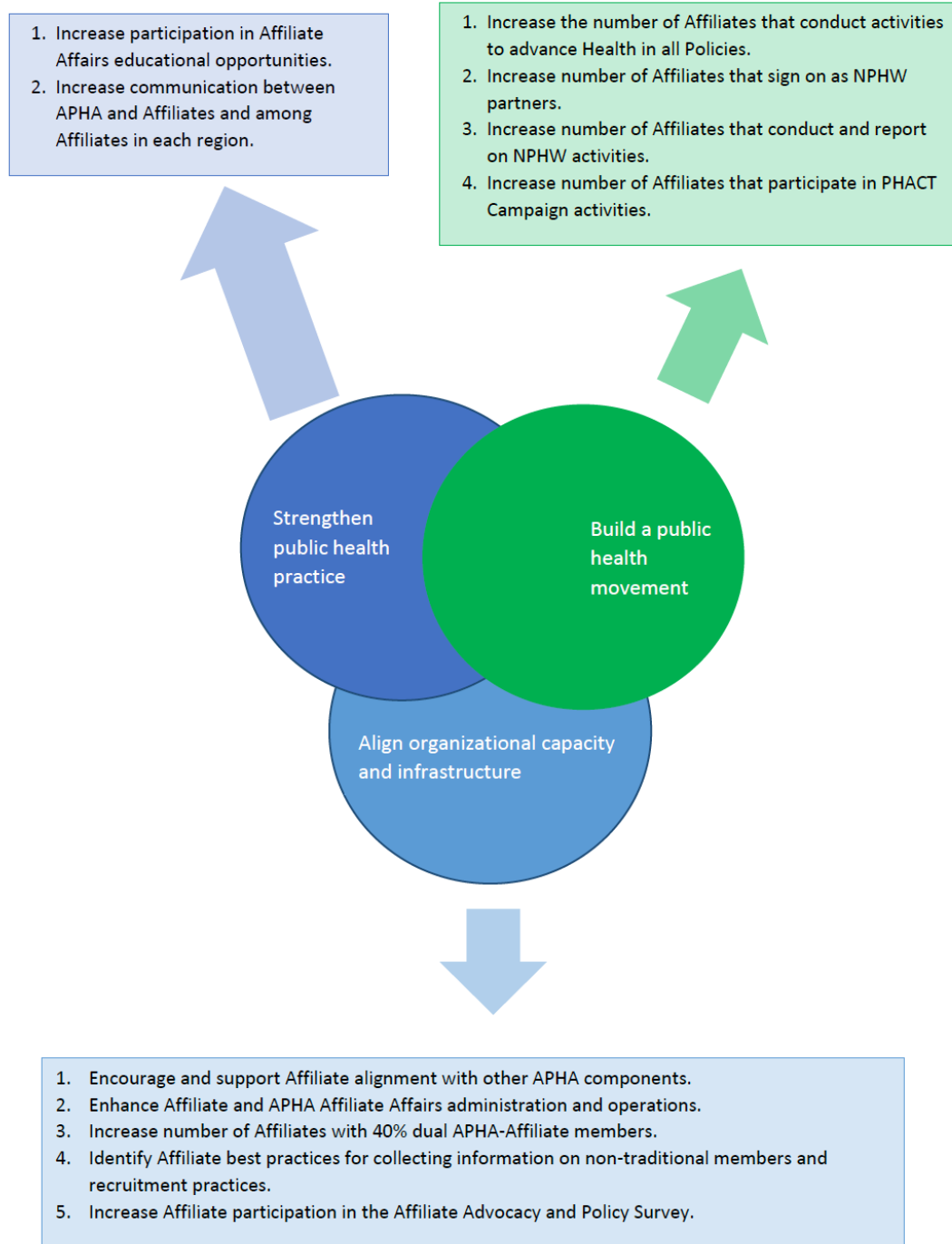
2014 CoA Business Meeting I – Agenda – Candidate's Forum

2014 CoA Business Meeting II – Agenda

Appendix K

Sample: CoA Strategic Map

Council of Affiliates 2014 - 2017 Strategic Map



Appendix L

Sample: CoA Work Plan

Council of Affiliates 2014 - 2017 Work Plan

Aligned with APHA [2014-2016 Strategic Map](#)

'15, '16, '17 refers to the calendar year. The numbers in the three columns per row indicates the month.

A. Strengthen the Public Health Practice	Person Responsible	'15	'16	'17
1. *Increase annual participation in Affiliate Affairs organized educational opportunities:				
a. President-elect's training to 90% of new President-elects by May 2015 <i>Regional reps will advocate with ARGCs and report the President-elects (and/or other Affiliate members) planning to attend (All Affiliates may not have a new representative to attend each year. The President-elects training is open to anyone who has an interest in policy development.)</i>		5		
b. Annual meeting <i>Poster Sessions</i> (undergraduate, graduate and Affiliate) by 10% (from 68 graduate students to 75; from 4 undergrad graduate students to 5) by November 2015. <i>Regional reps will advocate with ARGCs for Affiliate participation and track abstract submissions</i>		11		
c. Affiliate Day activities to 90% (from 40 to 48 of 53 affiliates) by November 2015 <i>i. Regional reps will advocate with ARGCs for participation and report the ARGCS (and/or other Affiliate members) planning to attend Affiliate Day</i> <i>ii. Regional reps will ensure attendees sign in by affiliate and region</i>		11		
d. Affiliate-sponsored webinars to 90% of affiliates (Affiliate Affairs conducted 10 webinars between 1/24/13 – 12/5/13 with 249 attendees / participants on line by December 2015 <i>Regional reps will advocate with Affiliates for participation, report the ARGCS (and/or other Affiliate members) planning to attend Affiliate Day and collect topics for potential future webinars</i>		12		
e. APHA-sponsored Advocacy trainings by 10% from 62 to 68 attendees / participants by December 2015 (There were 62 attendees/participants on the three policy development		12		

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Appendix M

CoA Scientific Sessions

2016

- **Plan4Health: Building Healthy, Equitable Communities Through Planning and Public Health**
- **Do You Want to Enhance Your Health Department's Performance? Get Accredited!**
- **Colorado's State Innovation Model - Integrating Health**

2015

- Progress on Health Improvement and Accreditation: APHA Affiliates Partnering with State and Local Health Departments
- Plan4Health: Linking Public Health and Planning to Build Improvements in Health
- Improving Health Through Food Policy

2014

- Best Student Activities at Affiliates across the Nation
- Louisiana Public Health Response & Recovery effort to Natural and Man-made Disasters at the State and Local level:
- Rural Health 2020 Perception & Progress on Health Improvement & Accreditation at the State and Local level:

2013

- Healthy "Rural" People: How APHA's State Affiliates Can Get Involved:
- United States & Mexico Border Public Health: Affiliates on Both Sides Working Toward Solutions
- The MA Model and the Role of Local Public Health Associations in the Affordable Care Act

2012

- Impact of the Economic Climate on Local Health Departments Delivery of Prevention and Wellness Services Across the Life Span
- What's Causing Cancer Disparities? The Roles of the Social and Physical Environments across the Lifespan
- Recognition, Retribution, and Restoration: Innovative Partnerships to Improve Indigenous Health

2011

- Societal Approach to Build Healthier Communities
- ACHIEVE (Action Communities for Health, Innovation and Environmental Change)
- Native Health Issues and Their Importance in the Public Health System

2010

- Age Friendly Cities: What Are They, How is the Designation Achieved and What Are the Advantages?
- National Public Health Week
- Urban Agriculture: The Challenges, Accomplishments and Lessons Learned

2009

- APHA Affiliate Capacity Building Initiative (ACBI): Lessons Learned and Best Practices
- Public Health Associations Influence on Health Reform
- National Public Health Week and the Use of Social Media to Affiliates

2008

- A View from the Grassroots
- National Public Health Week 2009: Strategies and Tactics for Local Affiliates
- Health Policy Advocacy: APHA Affiliates' Approaches

2007

- Using Customer-Centered Marketing to Grow Your Organization
- Public Health and Aging: Promoting Health Communities for Healthy Aging
- National Public Health Week and APHA Affiliates: Past Experiences and Future Plans

Appendix N

Annual Meeting and National Public Health Week Themes Activity

Annual Meeting Themes

YEAR	LOCATION	THEME
2017	Atlanta	Creating the Healthiest Nation: Climate Changes Health
2016	Denver	Creating the Healthiest Nation: Ensuring the Right to Health
2015	Chicago	Health in All Policies
2014	New Orleans	Healthography: How where you live affects your health and well-being
2013	Boston	Think Global, Act Local
2012	San Francisco	Prevention and Wellness Across the Life Span
2011	Washington, DC	Health Communities Promote Healthy Minds and Bodies
2010	Denver	Behavior, Lifestyle, and Social Determinants of Health
2009	Philadelphia	Evidence Based Policy and Practice
2008	San Diego	One World: Global Health
2007	Washington, DC	Politics, Policy and Public Health
2006	Boston	Public Health and Human Rights
2005	Philadelphia	Public Health and the Environment
2004	Washington, DC	Public Health Without Borders
2003	San Francisco	Putting the Public Back in Public Health
2002	Philadelphia	Social Justice: A Public Health Imperative
2001	Atlanta	Water and Public Health: The 21st Century Challenge

National Public Health Week Theme Match

YEAR	THEME
2017	Healthiest Nation 2030
2016	Healthiest Nation 2030
2015	Healthiest Nation 2030
2014	Public Health: Start Here
2013	Public Health is ROI: Saves Lives, Saves Money
2012	A Healthier America Begins Today: Join the Movement
2011	A Healthier America: One Community at a Time
2010	Building the Foundation for a Healthy America
2009	Climate Change: Our Health in the Balance
2008	Designing Healthy Communities: Raising Healthy Kids
2007	Eliminating Health Disparities: Communities Moving from Statistics to Solutions
2006	Empowering Americans to Live Stronger, Longer
2005	Getting In Shape for the Future: Health Eating and Active Living
2004	Healthy People in Healthy Communities
2003	Safety is No Accident: Live Injury Free
2002	Take the First Step! Preparedness and Public Health Threats

Appendix O

Subject: **Template Contract between Mentors and Mentees**

Please use a pen and print clearly:

Mentee _____

Mentor _____

1. This contract is intended to outline the expectations and boundaries of the mentoring relationship between the Mentor and Mentee. Using this document as a guideline will help ensure that conversations and coaching sessions are consistent and productive. **This is a template, suggestions etc, cut/paste as necessary; add spaces so you can write on your contract.**

2. During the initial meeting with one another, you'll need to discuss:

- What is Expected of Me as a Mentor
- What is Expected of Me as a Mentee

3. Together reach a consensus after answering the questions; then sign contract between one another:

- What are your goals for the relationship?
- What are your shared expectations for working together?
- What norms (standards, considerations) do you want to establish for working together?
- How will you communicate with each other?
 - Person-to-person, phone, email etc.
 - Define your communication: straight-forward, supportive, effective etc.
 - Will there be 360 feedback?
- Define when/how will you communicate with each other on a regular basis.
- How will you know that your communication is successful?
- When outside factors impact your mentor/participant relationship,
- How will you get back on track?
- How will we benchmark progress and perceive whether developmental needs are being met?
- What steps will you take if your relationship is not working?
- What standard agenda items do you want to cover in your discussion?
- It's helpful to have a standard agenda items for your discussions, Examples:
 - Updates since the last conversation
 - Issues to resolve
 - Decisions/choices to make
 - Brainstorm of options for development
 - GROW Model

Both the Mentee and Mentor will sign the Contract agreement below:

Mentee Signature/Date

Mentor Signature/Date

Appendix P

APHA Bylaws

(As Amended by the Governing Council November 1, 2016)

Section 3. Affiliated Associations.

A. A state or territorial public health association or similar association, including more or less than a state, organized for the same general objects as the APHA, may be elected by a three-fourths vote of the Governing Council as an Affiliated Association. Not more than one such association shall be admitted from the same area.

B. An association applying for affiliation shall submit a copy of its constitution and/or bylaws, its last annual accounting of income and expense, a roster of its members, and such other evidences of its qualifications as may be required. Each Affiliated Association shall submit annual information as directed by the Executive Board.

C. The Executive Board shall consider all applications for affiliation and questions regarding continued affiliation and report its recommendations to the Governing Council.

Section 4. Council of Affiliates.

A. There shall be a Council of Affiliates (CoA) whose functions shall be:

- i. To study, recommend, monitor, and coordinate the ways in which APHA can strengthen Affiliated organizations;
 - ii. To study, recommend, monitor, and coordinate the ways in which Affiliated organizations can strengthen APHA;
 - iii. To study, recommend, monitor, and coordinate the ways in which APHA/Affiliated organization relationships can be strengthened.
 - iv. To report to the Governing Council upon its deliberations.
- B. The CoA shall consist of the Regional Affiliate Representatives, the members of the leadership, and the Executive Board appointed members. The Affiliate Representatives to the Action Board are ex-officio members.
- i. Ten of the CoA voting members shall represent the state affiliates that are located within the HHS federal regions (Regional Representatives). The

Affiliate Representatives to the Governing Council (ARGCs) within each region are eligible for selection to the position of Regional Representative, by the ARGCs within each region. The Regional Representatives shall serve a two-year term on the CoA. Even-numbered regions shall select their representatives in even-numbered years and odd-numbered regions shall select their representatives in odd-numbered years.

ii. The CoA Chair, Chair-elect, Secretary and immediate past Chair shall be voting members of this body.

iii. Three voting members shall be appointed by the Executive Board and shall include one representative from the Student Assembly and one state affiliate executive director or equivalent staff person. Each of the appointed members shall serve for a period of two years in staggered terms except that the Student Assembly appointment is for a one-year term.

iv. The three Affiliate Representatives on the Action Board shall be ex officio voting members of the CoA.

C. The CoA shall meet once a year in conjunction with the annual meeting of the APHA. The CoA shall also convene a midyear meeting.

D. The leadership of the CoA shall consist of a Chair, Chair-elect, Secretary and an immediate past Chair that serve a one-year term and are voting members.

i. The Chair shall serve as an Executive Board member ex officio with vote.

ii. The Chair-elect shall be nominated and elected from among the entire voting membership of the CoA and shall have served as a member of the CoA for one full year by the beginning of his or her term as Chair-elect. The nomination and election shall take place during a CoA meeting at the APHA annual meeting. The Chair-elect shall become the chair and then the immediate past chair for a three-year term in the leadership.

iii. The Secretary shall be nominated and elected from among the entire voting membership of the committee at the annual meeting.

Appendix Q

Sample letter from CoA Nominating Committee to Regional Representatives and ARGCs soliciting Candidates/Nominees for elected and committee positions

Dear affiliate members,

The CoA nominations committee is starting to plan for the 2017 APHA leadership appointments and elections. Our committee hopes you will consider running for an elected or appointed leadership role in APHA this year.

The open elected positions this year are President-Elect, 3 APHA executive board positions, and Governing Council Speaker. There are also 3 APHA nominating committee openings. If you are interested in any of these we need to hear from you immediately. The CoA nominating committee meets on Feb. 24th so I would need all information by that time. The committee plans to have the names ready to submit to CoA by the March 7th meeting. This will then give the CoA chair plenty of time to write her recommendation and submit the names as nominated by CoA to the APHA nominating committee by their deadline of April 14th.

Additionally there are many committee/board positions available this year. Names of interested persons need to be received by the committee by 1st week of April as the committee will meet the later in of April and plans to have the names to CoA at the May meeting.

Incomplete applications will not be sent to CoA chair. As with the elected positions there needs to be time built in to allow time for the CoA chair to complete her part and have the nominations to APHA by the June 16th deadline. For information on the committees/boards go to <http://www.apha.org/about-apha/governance/apha-committees>. This year's leadership appointment opportunities include:

- Action Board - 14 vacancies
- Editorial Board - 6 vacancies
- Awards Committee - 4 vacancies
- Committee on Bylaws - 2 vacancies
- Committee on Membership - 1 vacancy
- Committee on Women's Rights - 2 vacancies
- Education Board - 6 vacancies
- Equal Health Opportunity Committee - 3 vacancies

- Martha May Eliot Award Committee - 3 vacancies
- Publications Board - 6 vacancies
- Science Board - 6 vacancies
- *The Nations Health Advisory Committee* - 4 vacancies

Note: Student representatives (one-year term) are included in the number of vacancies for the Action Board, *AJPH*, Education Board, Publications Board and Science Board.

Lastly, our committee is responsible for recruitment and nomination of the next CoA Chair elect. If you have served on CoA at least one year and are interested in this position please let us know by early June so that the committee can meet end of June and present name(s) to the CoA at the July meeting.

If you have an interest in any of these positions please send your name and contact information to eldonna.chesnut@jocogov.org and I will add your name to the list for committee review. If you know of others that are interested or you think would be good in any of these roles please forward me their names and contact information as well. I will forward the appropriate nomination form to the interested candidates. We look forward to hearing from you.

Thanks for supporting CoA and APHA!

Eldonna Chesnut
 Immediate Past CoA Chair
 CoA Nominations Committee Chair 2017