

# SAN LUIS VALLEY COMMUNITY ADVISORY BOARD

## MISSION

The **mission** of the San Luis Valley Community Advisory Board of the Rocky Mountain Prevention Research Center is “to work to prevent chronic disease among residents and communities in the San Luis Valley by advancing healthy lifestyles.” To accomplish the Center mission, principles guiding the conduct of projects and relationships were developed over the first five years with input from local and state partners (see below).

### Guiding Principles of the Rocky Mountain Prevention Research Center

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Health equity	Promote health equity and reduce racial and socioeconomic health disparities
Collaboration	Collaborate with multiple organizations, groups and individuals
Diverse partners	Seek out partners that represent the diversity in our communities.
Community driven	Seek out and be responsive to community identified needs. Incorporate community input into intervention strategies.
Participation	Utilize participatory methods throughout all phases of research, translation and dissemination
Empowerment	Be a catalyst to communities for the improvement of their health
Rigorous & Useful	Conduct rigorous and useful research.
Sustainable & Transferable	Develop programs that are sustainable and transferable.
Interdisciplinary	Work with individuals with different areas of expertise.
Resource Sharing	Make resources go further through strategic partnerships.

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## Community-Based Public Health Research Principles\*

1. Community-based research projects need to be consistent with the overall objectives of the Rocky Mountain Prevention Research Center. These objectives include an emphasis on prevention and control of chronic disease, especially diabetes, including enhancing knowledge about lifestyles that promote health and the factors that influence individual health behavior.
2. Community-based research projects need to address locally relevant public health issues and problems.
3. The purpose of community-based research projects is to enhance knowledge and promote change in ways that benefit the community.
4. Community-based research projects are designed in ways which enhance the capacity of the community-based participants in the process.
5. Representatives of community-based organizations, public health agencies, and educational institutions are involved as appropriate in all major phases of the research process, e.g., defining the problem, gathering data, using the results, sharing and disseminating the results.
6. Community-based research is conducted in a way that strengthens collaboration among community-based organizations, public health agencies, and educational institutions.
7. Community-based research projects produce and disseminate the findings to community members in clear language respectful to the community and in ways which will be useful for community action.
8. Community-based research projects are conducted according to the norms of partnership: mutual respect; recognition of the knowledge, expertise, and resource capacities of all participants in the process; and open communication.
9. Community-based research projects follow the policies set forth by the sponsoring organization regarding ownership of the data and output of the research (policies to be shared with participants in advance). Any publications resulting from the research will acknowledge the contribution of participants, who will be consulted with prior to submission of materials and, as appropriate, will be invited to collaborate as co-authors. In addition, following the rules of confidentiality of data and the procedures referred to below (Item #10), participants will jointly agree on who has access to the research data and where the data will be physically located. The project leader is responsible for facilitating this discussion with relevant parties at the outset of the project.
10. Community-based research projects adhere to the human subjects review process standards and procedures as set forth by the sponsoring organization; for example, for the University of Colorado these procedures are found in the Report of the national commission for the Protection of Human Subjects of Biomedical and Behavioral Research, entitled "Ethical Principles and Guidelines for the Protection of Human Subjects of Research" (the "Belmont Report").

\*Adapted from Schulz, A. J., Israel, B. A., Selig, S. M., Bayer, I. S., & Griffin, C. B. (1998). **Development and implementation of principles for community-based research in public health.** In R. H. MacNair (Ed.), **Research Strategies for Community Practice** (pp. 83-110). New York: Haworth Press.

## SAN LUIS VALLEY COMMUNITY ADVISORY BOARD RESPONSIBILITIES

The CAB shall partner in leadership of the RMPRC by:

1. Identifying community needs and concerns;
2. Setting research priorities for the RMPRC's work in the community and provide input as needed on research design, implementation, evaluation and dissemination of local projects;
3. Identifying community members to participate on the steering committees of local research projects;
4. Identifying important local, state, and national networking opportunities which foster collaboration among partners in meeting RMPRC goals;
5. Promoting community support for and involvement in community-based research, including the specific research carried out by the RMPRC;
6. Endorsing and supporting local community-based research projects; and
7. Attending CAB meetings and serving on ad hoc committees as needed.

### MEMBERSHIP EXPECTATIONS

CAB members are expected to:

- Attend all meetings, recognizing "excused" absences, and
- Serve a two-year term that is renewable.
- Fulfill SLV CAB responsibilities #1-7 (above).

## SLV CAB CO-CHAIR RESPONSIBILITIES & TERMS OF OFFICE

Two persons shall serve as chair and chair-elect of the CAB. Their responsibilities, terms of office, and compensation are described below.

Chair and chair-elect will:

1. Provide leadership to the CAB in areas such as member participation and communication, and creation of effective community-academic partnerships;
2. Represent the CAB in discussions with community members, SNAC, CDC and with RMPRC staff between meetings;
3. Represent SLV CAB on National Community Committee;
4. Meet with the program manager prior to the CAB meeting to plan meeting agendas;
5. Share responsibility coordinating meetings, with input from SLV Program Manager;
6. Appoint ad hoc committees, as needed; and
7. Represent the CAB in participating in the annual vision retreat of the Executive Committee.
8. In the event that the chair is unavailable, the chair-elects will serve as chair.

Terms of Office

1. Chair and chair-elect serve for a total of 2 years, beginning with the calendar year (one year as chair-elect and the following year as chair).
2. Chair and chair-elect are nominated and elected by CAB members.
3. Chair and chair-elect receive financial compensation.

## CAB MEMBERSHIP STRUCTURE

CAB will seek to have broad geographic and ethnic diversity represented on the board. CAB composition will include, but is not limited to membership from the following categories:

- Elected officials
- Education
- Mental health
- Parents/Early childhood
- Health care
- Public health
- Health education
- Community
- Churches
- Economic development

## SLV COMMUNITY ADVISORY BOARD PROCEDURES

1. Approve CAB meeting schedule that meets the needs of its members, and review as needed.
2. Mission, roles, membership and guidelines of the CAB will be reviewed by the CAB on an annual basis.
3. CAB members annually define goals and develop a strategic plan to address goals.
4. Minutes are circulated and reviewed at the following meeting.
5. Agendas are created by the chair and chair-elect one week in advance of each meeting and reviewed at the meeting for any additions.
6. CAB members are invited to the State and National Advisory Committee (SNAC) meetings that occur twice a year.
7. When communication is needed between meetings, the chair and chair-elect are contacted first and, if needed, the entire committee is contacted. Notices for upcoming meetings and communications that need to occur between meetings are distributed by email.
8. Members who have not attended at least half of the meetings will be contacted by the chair and chair-elect to determine what about the CAB is and is not working for them, including their level of interest and commitment. Feedback will be shared with the CAB and serve as input to refining guidelines.
9. RMPRC Intervention, Evaluation, and Translation Cores each will report on a rotating basis to CAB.
10. Liaison from each project steering committee will be invited to attend CAB meeting to report periodically on their projects.

## CRITERIA FOR CAB PROJECT APPROVAL

The dual mission of the RMPRC is to expand and share knowledge, thereby strengthening the capacity of the community, the public health system, and the university to improve the public's health. The RMPRC's mission is "to work to prevent chronic disease among residents and communities in the San Luis Valley by advancing healthy lifestyles".

This document describes the criteria used by the RMPRC CAB to make decisions regarding projects in the San Luis Valley that seek the involvement, affiliation or letters of support from the PRC.

### CORE PROJECTS

Core projects are developed by the Community Board with the mutual consent and involvement of its members.

Core Projects:

- May be introduced by any RMPRC partner / CAB member
- Reflect the priorities of the CAB and the RMPRC
- Employ Community-Based Research Principles (p. 2 )
- Have measurable outcome goals, (behavior change, reduction in health disparities, organizational change, attitudinal change, etc.)
- Are consistent with the capacity of the RMPRC partners to achieve a successful result

### PROJECTS REQUESTING LETTERS OF SUPPORT/ENDORSEMENT

Letters of support for projects may be requested by member organizations or organizations external to the RMPRC. The Community Board will review all requests for letters of support.

Projects requesting letters of support:

- Do not require direct RMPRC involvement
- Demonstrate a connection with related health efforts in the San Luis Valley
- Advance the mission of RMPRC
- Must submit request for letter of support one week prior to a CAB meeting