

National Consortium for Public Health Workforce Development Operational Plan (Abridged)

INTRODUCTION

National Consortium for Public Health Workforce Development developed an operational plan to clarify the structure and management of the Consortium.

In brief, the Consortium serves as a platform for collaboration and relies primarily on the volunteer participation of its members.

CONSORTIUM STRUCTURE

It is anticipated that this structure may evolve.

ROLES, COMPOSITION, TERMS, AND COMMITMENT

Steering Committee — Role

- Establish and update common agenda
- Engage in ongoing learning
- Guide strategy, community engagement, and evaluation
- Provide guidance to working groups
- Review progress
- Act as champions and liaisons

Steering Committee — Composition

- 20-25 members representing
 - State, Tribal, local, and territorial public health agencies
 - Federal governmental agencies
 - Research institutions; education and training providers
 - Philanthropic organizations
 - Membership associations
 - Public health workforce
 - Partners in healthcare and other sectors
 - Nonprofits that support the public health system (e.g., PHI, PHAB)

Steering Committee — Terms

- 1 year

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Executive Committee – Role

- Lead overall Consortium strategy
- Provide performance management for backbone staff

Executive Committee – Composition

- 2 Steering Committee Co-Chairs
- 1 senior de Beaumont Foundation staff member
- 2 optional members

Executive Committee — Terms

- 1 year for Steering Committee Co-Chairs
- Standing for de Beaumont Foundation staff member

Working Groups — Role

- Ensure group is guided by clear and evidence-based scope
- Develop detailed strategies
- Drive implementation of strategies

Working Groups — Composition

- 15-25 members per working group
- Strategy-relevant expertise
- Directors or managers within their organization

Working Groups — Terms

- 1 year

Working Group Co-Chairs — Role

- Develop agenda for Working Group meetings
- Facilitate discussions and decision making in meetings
- Contribute to Working Group member management
- Nurture relationships among working group members
- Cultivate a focus on equity
- Serve as liaison for initiative's work in the field
- 1 co-chair will also serve on Steering Committee

Working Group Co-Chairs — Composition

- 2-3 Co-Chairs

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Working Group Co-Chairs — Terms

- 1 year

Backbone Team — Role

- Coordinate between Steering Committee, Executive Committee, and Working Groups
- Lead and facilitate Executive and Steering Committee meetings and coordinate follow-up
- Guide vision and strategy
- Support and coordinate aligned activities by the Steering Committee and Working Groups to champion Consortium strategies
- Establish shared measurement, evaluation, and learning practices
- Cultivate engagement of the public health workforce, public health field, and other sectors
- Support members in developing and advancing shared policy recommendations
- Support members in mobilizing resources on behalf of Consortium priorities
- Project management

Backbone Team — Composition

- Full-time staff
- Consultants