

# **Colorado Public Health Association**

## **Board Roles & Responsibilities**

### **About CPHA**

Established in 1938, CPHA is a 501(c)(3) non-profit association representing Colorado's statewide network of current and emerging public health professionals, organizations, and businesses. As the largest and oldest public health association in Colorado, CPHA is dedicated to transforming the health and well-being of Coloradans. We provide the public health community—both individuals and organizations—with a home, a forum, networks, and opportunities to participate and collaborate in our core areas of work. At our core, we are committed to transformation through anti-racism and equity, recognizing that these principles are crucial for advancing a strong public health movement in Colorado.

### **Requirements for ALL CPHA Board Positions**

- Current CPHA member and hold membership for the duration of board position (yearly membership cost)
- Participation in 75% of CPHA regularly scheduled Board meetings during each term year
- Actively engage in board meetings, tasks, and supporting activities/projects for the organization
- Participate in 1 committee (depending on the board position, board member can choose or is already assigned to committee, i.e. emerging leader board member is the liaison of emerging leaders committee)
- Understand, follow, and practice fiduciary responsibilities, policies and procedures, and code of conduct
- Understands, practices, and upholds CPHA's commitment to anti-racism
- Actively engaged as a public health professional, broadly defined, or recently retired
- Aligned with and actively pursues CPHA's Values, Vision, and Mission, including the work CPHA is doing to become an anti-racist organization
- Mentor future Directors/Officers three months into their role
- Report updates in board meeting agenda as appropriate

### **Term Commitment**

- One 3-year term
- Option for 1 additional consecutive term or up to a maximum of 6 years
- ~5-15 volunteer hours per month

### **Ideal Applicants**

- Applicants live and work in Colorado, lending the lens of public health issues in Colorado and elevating those ideas to the CPHA board

---

## **ROLE-SPECIFIC ADDITIONS:**

Please click to view position description

- [President \(Officer\)](#)
  - [President-Elect \(Officer\)](#)
  - [Treasure \(Officer\)](#)
  - [Secretary \(Officer\)](#)
  - [ARGC \(Officer\)](#)
  - [Health Equity \(Officer\)](#)
  - [Rural/Frontier Director \(Seat\)](#)
  - [Emerging Leader Director \(Seat\)](#)
  - [Public Health Nursing Section Director \(Seat\)](#)
  - [Policy Director \(Seat\)](#)
  - [At-Large Member](#)
- 

## **President**

### **About the Role**

The CPHA President plays a pivotal role in leading the organization, guiding the CPHA Board of Directors in advancing the Association's mission and strategic initiatives. The President is responsible for overseeing board activities, ensuring alignment with CPHA's Values, Vision, and Mission, and spearheading efforts to promote health equity and anti-racism. As the primary representative of CPHA, the President collaborates with key stakeholders, maintains organizational partnerships, and upholds the fiscal health of the Association, all while fostering a culture of inclusivity, collaboration, and accountability. The President Officer position is nominated by CPHA membership to serve on CPHA Board of Directors. The President sits on the executive board.

### **President Responsibilities**

Responsibilities include but are not limited to:

- Prepare and facilitate monthly board and executive committee meetings
- Oversee Association contracts and contractors
- Lead the Strategic Initiatives board committee, driving key projects and initiatives forward
- Support the President-Elect in onboarding and learning the role of the President.
- Prepare and lead board training
- Attend and participate in Finance Committee meetings; understand the Association's finances (audits, financial reports, etc.)
- Signatory on bank account, Association contractual agreements, financial documents, and other legal and binding agreements
- Maintain and establish partnerships with public health-based organizations

- Represent CPHA through public speaking at key events (i.e. Public Health in the Rockies, Culture of Data, etc.)
  - Serves on the executive board
  - Become a member of APHA
  - Assist ARGC and legislative chair with review of APHA proposed policies, legislative advocacy, and implementation of policies and resolutions adopted by the Governing Council.
- 

## **President-Elect**

### **About the Role**

The President-Elect board member plays an essential role on the board, assisting the President in overseeing CPHA Board of Directors activities, ensuring alignment with CPHA's Values, Vision, and Mission, and spearheading efforts to promote health equity and anti-racism. Of their three year term, The President-Elect spends one year mentored by the President, one year in the role of the President, and one year as Past-President. The President-Elect Officer position is nominated by CPHA membership to serve on CPHA Board of Directors. The President-elect sits on the executive board.

### **Ideal Applicant**

- Previous board experience
- Strong knowledge and commitment to CPHA
- Current CPHA Board Member

### **President-Elect Responsibilities**

- Lead governance committee
  - Assist and learn from the President with any responsibilities including if the President is unable to do so ([see President duties](#))
  - Signatory on bank account
  - Serves on CPHA's executive board
- 

## **Treasurer**

The Treasurer Officer plays an essential role serving as the treasurer of CPHA and is the lead of the finance committee. The Treasurer Officer position is nominated by the CPHA Board of Directors and the position is filled by a current board member through an internal voting process. The Treasurer sits on the executive board.

## **Ideal Applicant**

- Knowledge and understanding of nonprofit fiscal practices and laws
- Previous participation on the Finance Committee of CPHA
- Current CPHA Board Member

## **Treasurer Responsibilities**

- Administers finance committee including but not limited to:
    - Meet with Accountant and Administrative Coordinator to review finance reports
    - Ensure finance reports are brought to board quarterly
    - Training Board of Directors and Finance Committee on non-profit finance
    - Partner with Accounting firm to ensure audit is completed on a regular basis (recommended every 3 years)
    - Budget development and approval
    - Oversee 990 process
  - Signatory on bank accounts
  - Ensure CPHA is in good financial standing with the State of Colorado and appropriate insurance
  - Communicate the financial health of the Association with the Board of Directors
  - Ensure the development or implementation of a business plan
  - Advise on grant and funding opportunities
  - Strategic thought partner in eliminating financial barriers for the Association
  - Serves on CPHA's executive board
- 

## **Secretary**

### **About the Role**

The Secretary Officer plays an essential role serving as the note taker for Board and Executive meetings. The Secretary Officer position is nominated by the CPHA Board of Directors and the position is filled by a current board member through an internal voting process. The Secretary sits on the executive board.

### **Ideal Applicant**

- Experience in keeping minutes or notes for a board
- Previous experience with Robert's Rules.
- Current CPHA Board Member

### **Secretary Responsibilities**

- Responsible for taking minutes for meetings including (Board and Executive Meetings)
  - Keeping record of votes for the Board of Directors
  - Compiles report of total motions passed and notes taken for Annual Report
  - Assists in Robert's Rules during meetings (as needed)

- Sends out meeting minutes each month to the Board of Directors
  - Serves on CPHA's executive board
- 

## **ARGC**

### **About the Role**

The CPHA's Affiliate Representative to the Governing Council (ARGC) serves as the primary contact(s) between CPHA and the American Public Health Association (APHA) Affiliate Governing Council. The ARGC assists the president and/or staff in disseminating information received from APHA to the members of the Affiliate governing body and vice versa. The ARGC is to represent the Affiliate as an informed voice on the APHA Governing Council and is responsible for maintaining liaison with the ARGCs of other Affiliates. The ARGC may serve on the Council of Affiliates, if elected, and as such shall be responsible for maintaining liaison with and coordinating regional ARGC activities with respect to Committee on Affiliates recommendations and actions.

The ARGC Officer position is nominated by the CPHA Board of Directors and the position is filled by a current board member through an internal voting process. The ARGC sits on the executive board.

### **Ideal Applicant:**

- Current Member of APHA
- Knowledge of the ARGC role and expectations
- Ability to travel to the APHA Conference Annually
- Current CPHA board member

### **ARGC Responsibilities**

The ARGC is expected to assist the Affiliate president, Affiliate staff and the organization's members to support and stimulate the APHA/Affiliate relationship. The responsibilities of the ARGC are as follows:

- Join APHA (if not already a member). The ARGC must be an APHA member since they have voting rights in the Governing Council (NOTE: The Affiliate MOU requires that the Affiliate president also join APHA).
- Assist the Affiliate president and the Affiliate in supporting and stimulating the APHA/Affiliate relationship.
- Inform APHA on a timely basis of all changes in the Affiliate leadership.
- Encourage and promote Affiliate leader participation in APHA activities specifically designed for Affiliates, such as Presidents-Elect Meeting and Affiliate Day at APHA's Annual Meeting.
- Ensure timely payment of annual APHA dues assessment.

- Assist Affiliate president and legislative chair with review of APHA proposed policies, legislative advocacy, and implementation of policies and resolutions adopted by the Governing Council.
  - Encourage Affiliate participation in the development and submission of grant and project proposals to APHA.
  - Urge Affiliate to submit abstracts (oral presentation, poster) for presentation consideration at the Annual Meeting.
  - Prepare for and attend all Governing Council meetings including the mid-year phone meeting and the meetings at APHA Annual Meeting. If unable to attend, the ARGCC is asked to identify a proxy, fill out and submit proxy paperwork in a timely manner, and ensure that the proxy is prepared for the meetings they will attend.
  - Attend Affiliate Day, the PHMC-CoA Awards Reception and Governing Council sessions which occur prior to and during the APHA Annual Meeting.
  - Maintain ongoing communication with other ARGCCs and the Council of Affiliates Regional Representative.
  - Elect Regional Representative (odd-numbered regions during odd-numbered years, even-numbered regions during even-numbered years).
  - Serves on CPHA's executive board
- 

## **Health Equity Officer**

### **About the Role**

The Health Equity Officer plays an essential role on the board, by providing leadership in establishing health equity and anti-racist practices as strategic priorities for the organization. The Health Equity Officer position is voted on by the CPHA membership to serve on CPHA Board of Directors. The Health Equity Officer sits on the executive board.

### **Ideal Applicant**

- Fosters a personal and organizational focus on eliminating health disparities, increasing access, and addressing racist and oppressive public health practices and policies.
- Has lived and professional experience in identifying inequitable practices and policies. Is willing to assist in drafting, implementing, and monitoring strategies to ensure equitable outcomes for CPHA and associated events (i.e., conferences and public facing partnerships)
- Ability to lead and partner in promoting inclusion, diversity, equity, accessibility and belonging in their behaviors, actions, and partnerships.
- Has experience facilitating trainings and discussion surrounding crucial conversations

### **Health Equity Officer Responsibilities**

- Create an organizational assessment tool to assess the implementation of inclusion, diversity, equity, accessibility, and belonging. Provide the assessment on an annual basis

to CPHA members to identify areas of strength and improvements. This also includes identifying professional development opportunities for Executive Board members

- Partner with the CPHA Policy Committee to ensure selected policies align with CPHA mission, values, and priorities
  - Establish, support, and assist with the Health Equity Committee
    - Draft a charter
    - Identify leads and responsibilities
  - Support CPHA-sponsored convenings for health equity
  - Direction setting on the creation of a new health-equity focused committee
- 

## **Rural/Frontier Director**

### **About the Role**

The Rural/Frontier Director plays an essential role on the board bringing the perspective of rural and frontier Colorado public health. The Rural/Frontier Director position is voted on by the CPHA membership to serve on CPHA Board of Directors.

### **Ideal Applicant**

- Applicant lives and/or works (or has lived/worked in the last 5 years) in rural Colorado, lending the lens of rural public health issues and elevating those ideas to the CPHA board so Rural/Frontier residents have representation on the board of directors

### **Additional Rural/Frontier Board Seat Responsibilities**

- Represent rural/frontier residents on the board
  - Collaborate with LPHAs located in rural/frontier counties and maintain a system for open communication and idea sharing
  - Actively seek and solicit feedback from rural/frontier LPHAs regarding their special needs and unique challenges with a focus on creative and adaptive solutions
- 

## **Emerging Leader Director**

### **About the Role**

The Emerging Leader Director plays an essential role on the board bringing the perspective of the next generation of leaders in public health. The Emerging Leader Director position is voted on by the CPHA membership to serve on CPHA Board of Directors.

### **Ideal Applicant**

- Applicant is a current student or someone who is within 5 years of completion of their most recently attained education level upon the start of their board term.

### **Emerging Leader Responsibilities**

- Represent emerging leaders on the board, and bring the expertise of an emerging public health leader
  - Board liaison to the Emerging Leaders Committee (ELC) including attending committee meetings, gathering support from the Board for ELC Events, and ensuring ELC board report submitted
  - Participate in and help organize CPHA events and encourage participation from other emerging leaders as well
  - Act as a resource and point of peer support for other public health emerging leaders in the State
- 

## **Public Health Nursing Section Director**

### **About the Role**

The Nursing Section Board Director plays a vital role on the board as the representative of the PHN's voice and section. The Nursing Section Board Director serves as the primary conduit of information between the PHN Section members and the CPHA Executive Board. The Nursing Section will assist in selecting the person representing the section on the board and ultimately will be voted on by all CPHA members. The Public Health Nursing Section Director position is voted on by the CPHA membership to serve on CPHA Board of Directors.

### **Ideal Applicant**

- Current active contributing member of the CPHA Public Health Nursing Section
- Participation in 75% of meetings AND engaged in those meetings as a contributing member.
- 3 years minimum of public health nursing experience, with 5 being preferred; however, the 5 years can be combined with other public health experience.
- Actively engaged in the field of public health or recently retired from working in the field of Public Health.
- Demonstrates expertise in public health leadership, advocacy, and diplomacy.
- Demonstrate excellent written and verbal communication skills.
- Demonstrates the attitudes, skills, and knowledge (ASK) in public health nursing and continuously strives to attain competency and proficiency.
- Demonstrates the ASK to identify and apply data to promote evidence-based practices to improve public health practice.
- Active, life-long learner and demonstrating this in your work.
- Familiar with the public health workforce and the diverse roles and responsibilities of PHNs throughout Colorado.



## **Responsibilities**

- Lead Public Health Nursing Committee meetings
  - Attend CPHA Executive Board meetings
  - Ability to attend associated committee meetings including (but not limited to):
    - PHiR Planning Committee
    - Finance Committee
    - Emerging Leaders Committee
    - Membership Committee
    - Policy Committee
    - Culture of Data Planning Committee
  - Work with both the PHN section and the CPHA Executive Board to strengthen both the PHN Section and CPHA as a whole.
  - Serve as a bridge between the PHN section and the CPHA Executive Board.
- 

## **Policy Director**

### **About the Role**

The Policy Director plays a vital role on the board to set policy priorities for the Association and serves as the policy Committee liaison. The Policy Director position is voted on by the CPHA membership to serve on the CPHA Board of Directors.

### **Ideal Applicant**

- Applicant lives and works in Colorado, with knowledge of the policy context in Colorado

### **Responsibilities**

- Support committee in understanding of state policy as it relates to public health priorities including the legislative process, and the state budget.
- Bring policy positions to the Board of Directors from committee with understanding of why and how it aligns with board-approved priorities
- Bring the vision of policy to the Policy Committee from the CPHA Board of Directors
- Develop policy priorities in partnership with members and CPHA Board of Directors
- Provide support to the policy committee, policy ELC, and chair/co-chairs
- Coordinate with ARGC on national policy positions and partner with ARGC on proclamations for PH week/ month
- Assist Affiliate president and ARGC with review of APHA proposed policies, legislative advocacy, and implementation of policies and resolutions adopted by the Governing Council.
- Manage contract of contract lobbyist and work on any needed revisions to the contract
- Meet weekly during leg session with contractor and chair/ co-chairs and policy ELC
- Manage APHA policy grant as needed
- Support day at capitol, health action policy summit and PHiR as needed

---

## **At-Large Member**

### **About the At Large Member**

The At Large Member plays an essential role on the board, representing the public at large of Colorado and those who are leading in public health. The At-Large Member position is voted on by the CPHA membership to serve on CPHA Board of Directors.

### **Ideal Applicant**

- Passion for public health in Colorado
- Willingness to learn

### **Additional At-Large Board Seat Responsibilities**

- Broadly represent Colorado public health on the Board
- Serve on at least one committee of their choice
- Serve as an ambassador to other organizations or to represent or speak on behalf of CPHA at certain events