

## Public Health Advisory Board Member Job Description

The Public Health Advisory Board is a representative group of citizens of Shasta County. The purpose of the Board is to advise and assist the HHSA - Public Health Branch in efforts to address the issues affecting the health of Shasta County residents, and report to the Board of Supervisors on a periodic basis.

The **responsibilities** of the Public Health Advisory Board may include any of the following:

1. Assist the Branch in assessing the community's health including strengths and gaps in the public health system (including rural and/or underserved areas), and develop strategies to meet unmet needs.
2. Promote policies that improve health outcomes.
3. Make recommendations on Branch strategies, and goals.
4. Encourage support for the development and implementation of effective Public Health programs and services.
5. Develop recommendations relevant to existing and proposed Public Health legislation.
6. Assist in the production of written reports for presentation to the Board of Supervisors.
7. In partnership with the Board of Supervisors, advocate for increased action to improve community health.
8. Evaluate Public Health prevention strategies and initiatives and report to the Board of Supervisors and the public.

**Meetings:** The Board members will attend regular every other month meetings. These meetings are held the second Wednesday of the month from 12-2 p.m. Board members will be expected to attend special meetings called by the Advisory Board Chairperson, or the Public Health Branch Director, on an 'as needed' basis. Participation in any subcommittee of interest would require meetings outside of the regularly scheduled quarterly meetings.

**Additional Time Commitment:** In an effort to assist Advisory Board members and to help them understand current services and operation of Shasta County Public Health, an orientation session will be offered, followed by occasional reviews or updates. Additionally, members are encouraged to spend time monthly (suggested 4 – 8 hours) reading current public health literature, meeting with staff, preparing for Advisory Board meetings, and continuing orientation.

**Compensation:** All members of the Advisory Board shall serve without compensation. Childcare and/or transportation costs associated with performing appropriate Advisory Board business are reimbursable upon approval of the Advisory Board Chairperson. Childcare reimbursement shall require submission of an original receipt, and transportation and/or travel costs shall be reimbursed in accordance with rates and in a manner consistent with County employee travel reimbursement.

**Terms:** Members of the Public Health Advisory Board shall serve for a term of three years. The terms shall be staggered the initial year so that one-third of the members first appointed shall serve for three years, one-third of the members for two years, and one-third of the members for one year. Thereafter, all members shall be appointed or reappointed to a three-year term.

Revised: March 2017  
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