



The Cardiovascular Health (CVH) Network

Leadership Team Roles and Responsibilities

Below is an overview of the roles and responsibilities for the CVH Leadership Team positions. An approximate time commitment per month is also included.

Chair Roles and Responsibilities (1 year)

- Provide leadership and direction for the CVH Network and help set priorities for Network training, technical assistance, and other support to states;
- Serve as the primary state point of contact for the Leadership Team, including representing the Leadership Team to Network members, NACDD, CDC, and other national partners;
- Represent the CVH Network Leadership Team at national in-person meetings and conferences, including CDC grantee meetings and NACDD meetings
- Engage and lead the Executive Committee (comprised of the Chair, Chair Elect, and Past Chair) in decision-making that affects the strategy and operations for the Leadership Team;
- Act as spokesperson for the CVH Network in collaboration with the Leadership Team, advance the purposes and positions of the CVH Network through every appropriate means possible;
- Lead development of Leadership Team meeting agendas, preside over meeting, and review meeting minutes for completeness;
- Assist with the development of subcommittees and workgroups that support the work of the Leadership Team, including recommending or identifying members to participate on special projects, such as development of surveys, webinars;
- Develop announcements for Off the Cuff to relay information from the Leadership Team to the Network;
- Coordinate and integrate activities with other NACDD Committees, Councils, and Workgroups, as needed;
- Provide periodic reports of activities to NACDD and the CVH Network;
- Succeed to the office of Past Chair after completing one year of service as Chair.
- Time commitment: 2 calls per month, 4 hours

Chair-Elect Roles and Responsibilities (1 year)

- Serve in the absence of the Chair;

- Succeed to the Office of Chair after serving a one-year term as Chair-Elect, or immediately, in the event of the Chair's resignation;
- Represent the CVH Network Leadership Team at national in-person meetings and conferences, including CDC grantee meetings and NACDD meetings
- Participate on the Executive Committee (comprised of the Chair, Chair Elect, and Past Chair) in decision-making that affects the strategy and operations for the Leadership Team;
- Serve as the secondary state point of contact for the Leadership Team, including representing the Leadership Team to Network members, NACDD, CDC, and other national partners;
- Co-lead the development of Leadership Team meeting agendas and review meeting minutes for completeness;
- Perform other duties requested by the Chair;
- Time commitment: 2 calls per month, 3 hours

Immediate Past Chair Roles and Responsibilities (1 year)

- Act as Chair during Leadership Team meetings when the Chair and Chair-Elect are not present;
- Participate on the Executive Committee (comprised of the Chair, Chair Elect, and Past Chair) in decision-making that affects the strategy and operations for the Leadership Team;
- Serve as consultant to the Chair and Chair-Elect;
- Perform other duties requested by the Chair.
- Time commitment: 1 call per month, 1 hour

At-Large Member Roles and Responsibilities (4 positions, 1 year)

- Represent the strengths, concerns, technical assistance needs and resources of CVH Network members to NACDD and CDC;
- Participate in the planning of NACDD and CDC events in support of 1815 and 1817 HDSP strategies;
- Provide input and feedback related to *Off the Cuff* and other NACDD communications;
- Communicate the Leadership Team's work to the CVH Network and partners;
- Contribute to subcommittees and workgroups as available through the Leadership Team;
- Attend monthly CVH Network Leadership Team meetings and participate actively in discussions;
- Time Commitment: 1 call per month, 1 hour

***NEW* GIS Liaison Position and Roles (1 position, 1 year)**

- Represent the CVH Network to NACDD, CDC, state health departments and other national partners and serving as a primary point of contact for GIS related issues associated with 1815 and 1817

- Advise NACDD on GIS training and technical assistance needs associated with 1815 and 1817 epidemiology, surveillance, and evaluation priorities
- Collaborate with NACDD's CVH Team consultants to plan and implement activities to support GIS activities related to 1815 and 1817, including surveys, roundtable sessions, grantee meeting and/or conference gatherings, and other learning and peer exchange opportunities
- Attend and representing the GIS perspective on monthly CVH Network Leadership Team conference calls
- Attend and representing the GIS perspective on monthly Epidemiology and Evaluation Collaborative (EEC) conference calls
- Time Commitment: 2 standing calls per month, 2.5 hours per month

Liaison Positions Roles and Responsibilities (5 positions, 1 year)

- Provide support and input on the work of the CVH Network.
 - Connect to other parts of NACDD to ensure integration and synergy across the Association.
 - Bring the 1815/1817 HDSP perspective to NACDD councils, committees, forums, and workgroups
 - Inform the CVH Network Leadership Team of activities of these other areas.
 - GIS
 - [Government Affairs Forum](#)*
 - Learning and Professional Development Committee (LPDC)*
 - [Health Equity Council](#)*
 - [Epidemiology and Evaluation Collaborative](#) (EEC) (elected by EEC)
 - [Diabetes Council](#) (elected by Diabetes Council)
 - WISEWOMAN Council (elected by WISEWOMAN Council)
 - Peg Adams Peer to Peer Mentoring Program
 - Time commitment: 2 calls per month (1 CVH Leadership Team call + other liaison committee call), 3 hours total
- *positions open for election

Benefits of Serving on the CVH Network Leadership Team

- Networking, Communication, and Problem Solving on Common Issues
- Skill Building/Training/Resources
- National Perspective/Leadership/Collective Voice