



## Chapter Guidelines

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### PRIORITY STATEMENT

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A Health Action Chapter initiates and supports community health initiatives and policies on a local level that:

- address the local priority health goals in alignment with the Action Plan for Sonoma County;
- address key social, economic, and environmental determinants of health with emphasis on eliminating health disparities;
- leverage partnerships and collective impact to build collaborative approaches to local health improvement;
- focus on prevention and address the root causes of health problems; and
- utilize evidence-based or promising interventions and evaluation to measure and track health improvements.

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### CHAPTERS

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#### **Chapter Criteria**

Health Action may support a community health improvement group in each region of Sonoma County by calling them out as a Health Action Chapter. A Chapter must meet the following criteria:

- No other chapter exists in the region of the County; groups in the same region are encouraged to work collaboratively
- Has representation from many sectors of the community: city government, local health care system, non-profits, businesses, education, community members
- Open to all members of the community
- Focuses on activities that support the priority statement above

#### **Collective Impact in Action**

Health Action uses the Collective Impact model to ensure strategic and impactful actions toward the vision of being the healthiest county in the state. To this end, Health Action Chapters throughout the county are aligned with the shared vision, including a common understanding of the problem and a joint approach to solving it through agreed upon actions. Data and measurements are collected consistently across Chapters and participants hold each other accountable. Furthermore, consistent, open communication builds trust, mutual objectives, and common

motivation. Chapter activities vary, but are coordinated through a mutually reinforcing plan of action.

### **Benefits of Becoming a Health Action Chapter**

- Alignment with Health Action helps support data-driven interventions, evaluation, and ensures consistency with countywide Collective Impact efforts.
- The Department of Health Services can provide communities with technical support and resources for planning, data and evaluation, and support materials.
- Chapters may use the Health Action logo to co-brand efforts and to leverage for strategic planning, grant seeking, and alignment.

### **Chapter Screening Questions**

To become a Health Action Chapter, proposals must respond to the following questions in the Chapter Request form:

1. Please describe the group including date of formation, greatest accomplishments to date, and what community partners are represented.
2. Does the group work consistently with the Health Action Chapter Priority Statement (see above)? How?
3. Is the group in alignment with the Health Action's vision and current Action Plan? What are the specific priority areas of the group?
4. Does the group have a clear charter, strategic plan and/or action plan?
5. Is the group open to the public?
6. Does the group agree to the Health Action Chapter requirements?

### **Process for Approving a Chapter Request**

1. Requests are submitted in writing via mail or email to Health Action Program Manager to be forwarded to the Steering Committee for review.
2. If the request fits the criteria, a vote will be taken by the Steering Committee. A quorum of the Steering Committee is necessary in order to vote. A quorum is defined as a majority of Steering Committee members. Unanimous approval of the Steering Committee members in attendance is required in order to approve an endorsement request.
3. If approved, a letter is sent to the applicant confirming chapter status.

### **Chapter Requirements**

- Sign an agreement with the Health Action Steering Committee outlining terms and termination procedures.
- Provide Health Action with an annual update on the progress of the group with information on local data, project outcomes and how the Health Action Chapter status is being used in your promotional practices.