



National Association of Community Health Workers Board Retreat Facilitator

NACHW seeks a Retreat Facilitator with expertise in board and organizational development, equity and social justice, teambuilding and strategic planning. The Retreat Facilitator will lead planning and facilitation of a one-day retreat for the NACHW Board of Directors on Saturday February 20, 2021 from 12pm to 4pm EST. The venue for the retreat will be virtual using the NACHW Zoom account.

Proposals are due December 20, 2020.

The **theme** for the Board retreat will be "Establishing authentic, trusting relationships within the board and between board members."

The **aim** of the board retreat is to create an environment within which to:

- Explore and acknowledge different experiences, cultures and dynamics based on socio-cultural factors and identities
- Build consensus on strategies to deepen authentic interpersonal communication, trust and decision making and
- Define principles and norms to establish and sustain an equitable, inclusive and effective NACHW Board of Directors

1. Description of Work and Deliverables

The NACHW Board Retreat Facilitator will:

- Review NACHW background materials and board retreat development data
- Meet with NACHW Executive Director and/or Board Chair (December 2020)
- Present and discuss draft retreat agenda with the NACHW Executive Committee (Jan 5, 2021) (**deliverable**)
- Final retreat agenda (Jan 18, 2021) (**deliverable**)
- Facilitation materials, activities and pre-work (pre-work must be submitted to Board no later than Feb 1, 2021) (**deliverable**)
- Facilitate the Board of Directors Retreat (Feb 20, 2021 12-4pm EST) (**deliverable**)
- Keep discussion focused to the predetermined theme and aims (see description above)
- Manage discussion and time



- Track information, action items, decisions
- Produce summary report by March 1, 2021 (**deliverable**)
- NOTE: Facilitator must have computer with working audio/camera technology, and internet access to facilitate board retreat. NACHW will not supply these work-related resources.

2. Background

The National Association of Community Health Workers (NACHW) launched in April 2019 as a 501(c)(3) nonprofit organization whose mission is to unify the voices of the community health workers (CHWs) and strengthen this profession's capacity to promote healthy communities. (website: www.nachw.org)

The NACHW Board recently welcomed 6 new Board members following the first annual meeting in August 2020. Total board membership is now 21 members. Please see the website for board member biographies.

The facilitator selected for this contract will meet with the Executive Committee on January 5, 2020. This will be an exploratory meeting to give the facilitators the opportunity to meet with the Executive committee and learn more about the Board of Directors.

3. Overview

"Community Health Worker" (CHW) is a unifying umbrella term for a diverse workforce of over 50 documented job titles. For hundreds of years, formally and informally, CHWs, including Community Health Representatives (CHRs) and Promotores de Salud, have been vital contributors to communities. Worldwide, CHWs serve as conduits between communities and health and social services providers and institutions. According to the American Public Health Association, a CHW is "a frontline public health worker who is a trusted member of and/or has an unusually close understanding of the community served. This trusting relationship enables the worker to serve as a liaison/link/intermediary between health/social services and the community to facilitate access to services and improve the quality and cultural competence of service delivery. A community health worker also builds individual and community capacity by increasing health knowledge and self-sufficiency through a range of activities such as outreach, community education, informal counseling, social support, and advocacy.



CHWs are a national workforce uniquely qualified to engage communities at increased risk for adverse outcomes associated with infectious disease and to influence and implement CDC's best practices, guidance, tools, and other resources to prevent and control infectious disease spread. Given our members, reach, charge, and experience, including our work with CDC to respond to COVID-19 since March 2020, NACHW is positioned to engage CHWs to inform the development, adaptation, and use of guidance for infectious disease prevention and control.

4. Instructions for Submitting a Proposal

The following list of items must be submitted to be considered for this contract. The total proposal cannot exceed 14 pages.

1. Cover page with your full name, mailing address, email, phone (office/cell) and one or more professional website/FB/LinkedIn addresses (1 page maximum)
2. Proposal Narrative with the following (4 pages maximum, double spaced, 12-point Calibri or Times New Roman font):
 - a. Summary of your background
 - b. Experience in developing and facilitating board retreats
 - c. Evidence of equity approach to your work
 - d. Confirmation of your understanding of the deliverables and required deliverables, due dates and retreat date.
3. Sample agenda for a facilitated retreat (1 page maximum)
4. Sample/excerpt of report from a facilitation contract (4 pages maximum)
5. Resume (3 pages maximum)
6. Budget narrative based on **deliverables** listed in the General Description of Work and Deliverables section. Budget cannot exceed \$5000.00 (1 page maximum).

Please submit these documents as one (1) combined PDF. Please email these required documents to neena@nachw.org by December 20. No telephone inquiries, please.

This request for proposal summarizes the content, descriptions, documentation, and attachments that must be included to be considered a complete proposal. Applicants must complete all sections of the proposal requirements detailed herein.