Create your Community Advisory Board (CAB)

An integral step to developing the Feast for the Future Program in your community is creating a Community Advisory Board. A Community Advisory Board (CAB) provides vision and leadership for the development of the Feast for the Future Program.

***Why is the CAB important?***

Advisory board members are asked to lend their hearts, minds, and hands to create an innovative and engaging community-based program focused on revitalizing traditional food systems and preventing obesity and diabetes. The CAB is a key element to ensure community ownership and sustainability of the Feast for the Future Program.

A strong CAB consists of a diverse group of 8-10 community members that work and/or live in the community. The members should have:

* A passion for making sure that Native youth and families have access to both healthy food and the resources to exercise;
* A commitment to excellence in developing culturally appropriate and scientifically sound health-related programs and interventions for youth and families;
* A belief in the value of community collaboration;
* A positive outlook about tackling challenges;
* An ability to be a part of a team and share leadership with others; and,
* An ability to relate to a wide variety of people.

***Community Advisory Board Development Process***:

Use the steps below as a guideline to help create a strong CAB that will sustain the Feast for the Future Program in your community:

1. CAB Recruitment
2. Preparing for CAB Meetings
3. CAB Meeting Invitations
4. Hosting CAB Meetings
5. CAB Meeting Follow Up
6. CAB Meeting Structure and Schedule
7. **CAB Recruitment**
8. **Identify potential individuals from the community to recruit.**

*Who should be recruited?*

We recommend your CAB members be composed of individuals from the community, such as your local leaders, general community members, elders, and youth.

*Where do you look to find CAB members?*

Approach your tribal councils and/or other local leadership to identify potential CAB members. Also consider healthcare providers, farmers/gardeners, elders, school teachers/administrators/coaches, youth representatives, parents, and local business owners.

Host a public community meeting to recruit.

*How many people should be recruited?*

Target about 20 people as potential members, assuming that some individuals may not be able to join the CAB.

Here’s an example of some people that your team may consider as CAB members:

|  |  |  |
| --- | --- | --- |
| ***Name*** | ***Organization/Role*** | ***Contact Information*** |
| *Jackie Sanchez* | *Elder* | *Phone: XXX XXX-XXXX. Also is usually at the beading circle on Wednesdays at the community center*  |
| *Nathan Begaye* | *Farmer* | *Email:* XXX@XXXX.com*Phone: XXX XXX-XXXX**Works at the greenhouse on Tuesdays and Saturdays* |
| *Lindsay Carroll* | *Community Health Representative* | *At the clinic from 9-12 M-F**Phone: XXX XXX-XXXX**Email: XXX@XXXX.com* |

As you chat with individuals on your list, you may hear about more people who could be great CAB members, and feel free to add their names and contact info as potential CAB members:

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| --- | --- | --- | --- | --- |
| **Name** | **Organization/Role** | **Contact Information** | **Invited to join the CAB (Yes/No)** | **Follow up:** |
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1. **Preparing for CAB Meetings**
2. **As you talk with each of the potential CAB members, identify a time and place for the first CAB meeting.**
	1. Choose a time that is most convenient for people and offer incentives for attending the meeting (i.e., a meeting held during the lunch hour with provided lunch).

An example is below:

*Our first CAB meeting will be held at the clinic on Wednesday, April 26th from 12-1pm. The farmers have offered to bring some fresh fruits and vegetables, and the clinic has water, plates, and cups. The local Subway owner will be donating sandwiches as well.*

Write when and where your first CAB meeting will be and any incentives in the space below:

1. **CAB Meeting Invitations**
2. **Invite potential CAB members to the initial meeting.**

Reach out to invite potential CAB members to the meeting. You might chat individually with each CAB member, send/give letters/flyers to each person that is interested in the Feast for the Future Program, then follow up via telephone to confirm whether or not the potential CAB member will be able to make the meeting. Here is a **sample invitation letter**, which should be revised to best fit your community. If there are individuals that can’t make the first meeting, see what times/dates work well for them for additional meetings.

1. **Hosting CAB Meetings**
2. **Facilitate the initial CAB informational meeting.**

Develop an agenda for the initial CAB meeting that works in your community. Here is a **sample agenda**, which should be revised to best fit your community:

* Be sure to have a notetaker at all CAB meetings.
* Bring snacks and refreshments.
1. **CAB Meeting Follow up**
2. **Follow up with individuals that participated in the first CAB meeting.**

Answer questions and see if the potential CAB members are still interested in being involved. Develop an email listserv for the CAB and share meeting minutes soon after each meeting.

1. **Follow up with interested individuals that couldn’t make the first meeting.**

Share the first CAB meeting minutes with them, see if they are still interested in being part of the CAB and invite them to the next meeting.

Now that you have a sense of who all is interested in being on the CAB, write down their names and contact information so you can communicate with the entire CAB about next steps. Keep in mind that this list may change as more individuals become interested, or people currently on the CAB have other obligations.

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| **Name** | **Organization/Role** | **Contact Email** | **Contact Phone Number:** | **May contact for future CAB Meetings? (Yes/No)**  |
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1. **CAB Meeting Structure and Schedule**
2. **Set up a CAB meeting schedule for the year with CAB members.**

Create a schedule for regular CAB meetings. It’s recommended the CAB meet at least once per month while the Feast for the Future programs are getting started. After the programs have been launched and are operating smoothly, the CAB may meet every other month or quarterly, depending on program needs.

**Keep in mind, that as the Feast for the Future program is developed, there may be a need to revise the CAB to include program-specific CAB groups.** Facilitating project decisions with the entire CAB may require substantial time. Smaller program-specific groups of 3-4 CAB members dedicated to guiding each program (Edible School Garden Program, Farmers Market, etc.) may make each program run more efficiently, and can facilitate smoother board meetings, although can result in more total meetings for facilitators.

Other examples of subcommittees that may be useful include:

* CAB Sustainability Committee: this group can focus on development of the long-term sustainability plan for the various Feast for the Future components your community decides to develop.
* CAB Finance/Fundraising Committee: this group can focus on helping secure additional funding support and resources needed for the different programs.
* CAB Community Engagement Committee: this group can focus on increasing community-wide involvement.

**Congratulations on developing your community’s CAB!**

To begin working with the CAB to develop your community’s Feast for the Future program, see the **Feast for the Future Implementation Guide.**

