

Invitation Letter for Team Members

Dear :

I am pleased to inform you that the **[INSERT NAME OF CHAC and LOCAL HEALTH DEPARTMENT]** has successfully completed a comprehensive community assessment and a three-year community plan addressing the prevention, early detection, and self-management of chronic disease where we live, work, play, learn, and receive care. We know that chronic disease is the leading cause of death and disability in our county and we are happy to say that community, business, health care, and school leaders have come together to work on a solution.

As part of our Healthy Communities three year plan, the **[INSERT NAME OF CHAC and LOCAL HEALTH DEPARTMENT]** will compose a team of community leaders to strategically implement our community plan. We would be honored if you would be a part of this team. As a Community Health Advisory Council (CHAC) member your responsibilities may include:

- Attendance at regular CHAC meetings;
- Participation in local media events related to Healthy Communities;
- Bringing to the table you/your organization's assets, expertise, and strengths to help collectively improve the health and well-being of your community;
- Assisting in the identification of and securing of resources and collaborative opportunities to help advance the project and sustain momentum;
- Assisting in the promotion of Healthy Communities and related activities;
- Committing to change the way decisions are made where we live, work, play, learn and receive care to improve your community's health across sectors.

The overall goals of the CHAC are to

- Enhance collaboration between local leaders and stakeholders to prevent chronic diseases and related risk factors;
- Build healthier communities by promoting health policy, systems and environmental change strategies at the local level;
- Improve public health partnerships between the State Department of Health, the local health department, community based organizations, and other government agencies, such as parks and recreation departments.
- Increase usage and establishment of health policy, systems and environmental change strategies focusing on tobacco prevention, physical activity, nutrition, obesity, asthma, arthritis, cancer, diabetes, heart disease, and stroke.
- Transform the patterns of a healthy community into practice.

I hope you will consider joining our community team to help us implement our community action plan. Together, we can build a healthier **[INSERT NAME OF COMMUNITY HERE]**. Please feel free to call me if you have any questions about Health Communities; otherwise, I will be in touch regarding your participation.

Sincerely,