

The Louisiana Action Coalition: An Initiative of the Future of Nursing: *Campaign for Action* 2021-2023 Coalition Charter

Purpose of this Charter

This Charter defines the organizational structure of the Louisiana Action Coalition (LAC) and the various roles and responsibilities of teams and committees who work together to carry out the vision and mission of the coalition. It serves as a guidepost for the leadership of the LAC.

Background & Overview:

In 2010, Robert Wood Johnson Foundation, AARP and AARP Foundation launched a nationwide initiative designed to harness the power of nursing to help all Americans lead longer, healthier lives. The Future of Nursing (*FON*): *Campaign for Action* helped to create 51 Action Coalitions across the country and Louisiana was proudly one of the firsts.

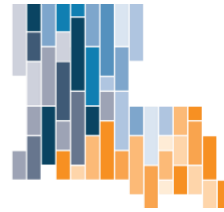
Spearheaded in 2011 by the Louisiana State Board of Nursing - Center for Nursing and AARP Louisiana, the LAC is composed of a diverse group of stakeholders and professionals from both nursing and non-nursing organizations, working together to ensure that Louisianans have access to high-quality, patient-centered care in which nurses contribute as essential partners in system-wide transformation.

In 2021, the Louisiana Council of Administrators of Nursing Education (LACANE) became the LAC's new nursing co-lead, joining AARP Louisiana, LAC's non-nursing co-lead since 2011. Guided by evidence-based recommendations from the Institute of Medicine's (IOM) 2010 report and the most recent report from the National Academy of Medicine (NAM) – *The FON 2020-2030* report, the LAC works to ensure the nursing profession is prepared to meet the challenges in the next decade, to reduce health disparities, promote equity, and foster a culture of health.

Purpose, Mission & Vision:

The LAC is a statewide collaborative that fosters the sharing of resources, innovations, and research in order to achieve its goals outlined in its three-year Strategic Map.

Vision: Everyone in Louisiana has an opportunity to live a healthier life.



Mission: The LAC is the conduit that engages stakeholders, in collaboration with nursing, to achieve a culture of health and health equity in Louisiana.

Organizational Structure:

The LAC is led by two co-lead organizations, one nursing, and one non-nursing. It subcontracts a Director. The coalition is made up of an Executive Committee, Core Leadership Team, Committees, eight Regional Action Coalitions (RACs), and various supporters. The LAC also utilizes a Fiscal Agent.

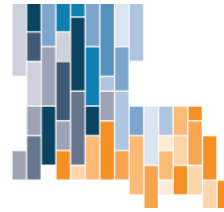
Co-Lead Organizations – These two organizations provide leadership and resources to execute the work of the LAC. The co-leads serve on the Executive Committee to make day-to-day decisions and chair the Core Leadership Team (CLT) to direct the overall strategy. The National Campaign for Action requires each state Action Coalition to be composed of one nursing and one non-nursing organization.

Director – The director is a subcontractor who works on the day-to-day operations of the LAC with support of the Executive Committee. The responsibilities of the director are defined within the contract between the director and the Louisiana Nurses Foundation in care of the LAC. The contract is evaluated by the director and Executive Committee on an annual basis.

Fiscal Agent – The fiscal agent is an established 501(c)(3) tax-exempt organization that agrees to accept the fiduciary responsibility and financial matters on behalf of the LAC. The fiscal agent retains supervision and control over funds, making sure they are used strictly for the LAC’s charitable work; keep records proving that funds are used for tax-exempt purposes; and ensure that funds are used in a manner that aligns with the fiscal agent’s mission.

The fiscal agent maintains the financial account of the LAC including, but not limited to, making deposits, payments, reimbursements, and handling tax issues. The fiscal agent and the LAC operate based on a mutually developed Fiscal Agreement.

Executive Committee – The executive committee is composed of two co-leads, Director, fiscal agent, and RAC coordinator. The executive committee performs the ongoing operations of the LAC between CLT meetings, as designated by the CLT. The executive committee coordinates and maintains the membership of the CLT and the positions on the executive committee. Members can articulate the vision and mission of the LAC as well as its goals and objectives.



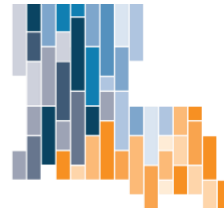
Responsibilities:

- Uphold the LAC charter
- Meets bi-monthly
- Provide oversight and support to the LAC Director
- Provide leadership and direction for the CLT
- Maintain timely, effective, and relevant communication between the National Campaign and all LAC teams and supporters
- Remain current and well-informed on all national Campaign for Action developments, best practices, policy changes, and/or guidelines for work
- Promote active engagement and investment in the LAC's activities
- Solicit feedback for the continuous improvement of the LAC's work
- Consistently monitor and evaluate the LAC's budget and expenditures
- Oversight of the LAC's website and marketing strategy, which upholds all *Campaign for Action* branding and marketing guidelines
- Convey the purpose of the LAC as well as its goals and objectives
- Represent the LAC at stakeholder meetings or designates a CLT member to represent
- Act as a liaison to Committees and Regional Action Coalitions (RACs)
- Engage in succession planning

Core Leadership Team (CLT) – This team is made of senior leaders from designated private and public organizations that have a special interest in the work and outcomes of the *FON* report. The CLT serves as the main organizational steering committee for the LAC and provides direction and oversight for the planning, implementation, and assessment of the on-going work and effectiveness of the LAC. The CLT meets no less than quarterly and may conduct conference calls between those meetings as needed.

The CLT is composed of at least 15, but no more than 18, organizational representatives or individual supporters to create the best cross section of stakeholders:

- LAC Director
- Co-Lead (Nursing Entity)
- Co-Lead (Non-Nursing Entity)
- Fiscal Agent Rep
- Regional Coalition Coordinator
- Nursing Foundation/Board
- Nursing Association/Council
- Advanced Practice Nursing Association/Council
- Non-nursing Healthcare Association/Council
- Hospital/Clinic Organization



- Non-hospital Organization
- Non-hospital Healthcare Provider
- School of Nursing Education Association/Council
- Entity/Individual
- Entity/Individual
- Entity/Individual
- Entity/Individual
- Entity/Individual

CLT Financial and In-Kind Contributions

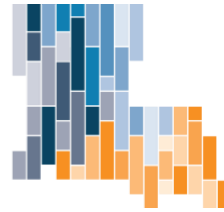
The CLT members are expected to make an annual financial contribution to promote the overall sustainability of the LAC.

- Organizations - \$1,000
- Individuals - \$50

The CLT members are expected to contribute in-kind resources to further the work of the LAC. Some examples of in-kind support: graphic design, Zoom hosting, printing, training, in-person meeting hosts, and policy review.

Responsibilities:

- Act as champions for the LAC and its programs and initiatives working collaboratively across organizations to achieve goals
- Review and evaluate the LAC's Strategic Plan objectives, strategies, and tactics on an annual basis; and take responsibility for all key project decisions
- Provide policy guidance and advice based on the member's organizational mission, experiences, regulatory statutes, and any anticipated developments within the industry
- Lead committees to advance objectives
- Engage in succession planning
- Engage in fundraising and coalition building activities in order to secure on-going resources and support to ensure the LAC sustainability
- Identify and engage potential new stakeholders
- Provide overall direction and guidance to the LAC and its RACs including selecting the RAC Coordinator every 2 years
- Attend quarterly meetings and represent the CLT as requested
- Provide, as needed, any quotes, comments, or testimonials that support the work of the Coalition and speak to the overall mission and goals of the *Campaign for Action*



- Continuously engage potential new stakeholders in an effort to secure financial and in-kind contributions to support the operational and program activities of the LAC

CLT Meetings

The CLT in-person or virtual meetings will be held quarterly and phone conferences will be held as needed.

The CLT meeting agendas may include, but will not be limited to, the following topic areas:

- Updates from the Center to Champion Nursing in America regarding the *Campaign for Action*
- Updates on best practices or *Campaign for Action* developments from other states
- Review of Strategic Initiatives/Report on Progress
- Review status of the LAC budget and available funding
- Review RAC reports by RAC coordinator
- Review of any local, state or federal issues that could potentially impact the work of the LAC
- New action items and open discussion on priority issues; and
- Recommendations for improvement

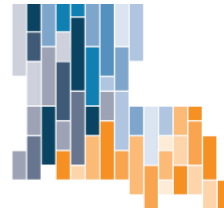
CLT Terms of service

The CLT members are asked to serve for a minimum of two calendar years. Two year terms may be extended at the request of the currently serving member and the approval of the Executive Committee.

LAC Committees: Committees are organized to execute the LAC's strategic plan. Each committee is organized and led by at least one CLT member who works with a group of nurses and non-nurse leaders to develop and execute action steps that will achieve the strategic goals of the LAC.

The committee lead is responsible for determining the scope of work, length of service and time commitment of volunteers.

Regional Action Coalition Teams (RACs) – In order to ensure localized implementation of the LAC's initiatives, eight RACs have been established that are based on the eight Regional Labor Market Areas used by the Louisiana Workforce Commission and the Louisiana State Board of Nursing – Center for Nursing for workforce reporting.



The regions identified as regional labor market areas are:

- Region 1 - New Orleans
- Region 2 - Baton Rouge
- Region 3 - Houma
- Region 4 - Lafayette
- Region 5 - Lake Charles
- Region 6 - Alexandria
- Region 7 - Shreveport
- Region 8 – Monroe

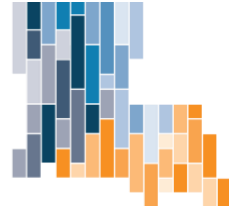
These eight regional RACs shall include at least two co-leads along with key stakeholders impacted, or could potentially be impacted, by the outcomes of the *FON* report recommendations. It is the responsibility of the RACs to execute the strategic plan developed by the CLT at the regional level.

Responsibilities:

- Act as vocal, visible champions for the LAC at the regional level
- Provide the RAC Coordinator with insight into regional challenges, trends, initiatives, and/or best practices
- Create awareness and gather support for the LAC's goals and objectives within the local community
- Actively seek out RAC supporters who have experience and/or healthcare qualifications to support the implementation of various LAC projects
- Actively seek out stakeholders and possible funders to support the operational and programmatic activity of the RACs and the LAC
- Organize and facilitate meetings in the respective region for the purposes of collaborating with local business, organizations, associations, educators, and constituents to achieve the Coalition goals and objectives
- Provide local leadership for the regional CLT efforts in alignment with those of the LAC
- Make recommendations to the CLT for improvements to strategies and processes as well as overall goals and objectives
- Participate in quarterly meetings with the CLT
- Provide information/data as needed for inclusion in the LAC's year-end performance report or for submission to the Center to Champion Nursing in America to advance the goals of the national *Campaign for Action*

Coalition Supporters

The LAC is composed of both organizational and individual supporters. A supporter makes an annual commitment to the LAC and the implementation of the *FON* recommendations as



well as contributes time, talent, and/or resources to advance the goals of the LAC. All Supporters receive ongoing communication from the LAC, and other related news and resources.

Organizations

Organizations include for-profit, nonprofit and governmental entities that make a commitment to achieve the *FON* recommendations in Louisiana.

Each Organization shall designate a representative for communication and engagement with the LAC.

Individuals

Individuals make a commitment of their personal time and resources to achieve the *FON* recommendations in Louisiana and volunteer to become part of the LAC network, specifically within their local RAC.

Joining Coalition

Organizations and individuals become Coalition “Supporters” by annually completing an online commitment form.

Commitment forms seek contact information, and areas of interest for participation in the LAC’s work.