



Emerging Leader Alumni Network Action-Centric Team (ACT) Charter

Purpose & Objectives

The ELAN Action-Centric Team (ACT) is a dynamic group within the Emerging Leader Alumni Network (ELAN) that brings together graduates of APHL's Emerging Leader Program (ELP). As a driving force behind ELAN's priorities and initiatives, ELAN ACT bridges the aspirations of the broader network with impactful action. By fostering collaboration and championing solutions, the team advances leadership development, provides expertise in laboratory management and technology, and addresses domestic and global public health challenges. Through its efforts, ELAN ACT plays a vital role in transforming public health laboratory science and strengthening the future of the field.

ELAN ACT's key initiatives include:

- Supporting and expanding on projects from previous ELP cohorts
- Organizing forums on critical and emerging topics in public health laboratory leadership and management
- Coordinating quarterly ELAN meetings to facilitate knowledge-sharing and networking
- Providing guidance and support to current emerging leaders through coaching

Team Members

ELAN ACT has six (6) members each year. An exception is when the current, incoming, or past chairs opt for co-chairs; 2024-2025 ELAN ACT members include:

1. Brian Pope, Current Chair
2. Aubrey Galusha, Incoming Chair
3. Amanda Harvey, Past Co-Chair
4. Emily McCutchen, Past Co-Chair
5. Cory Weaver, Member-at-large
6. Ona Adair, Member-at-large
7. Suzy Stanton, Member-at-large (Recently Graduated ELP Cohort 17 Representative)

Terms and Expectations

- All ELAN ACT members will be selected based on an unbiased nomination and selection process. Self-nominations may be accepted for all positions listed above. When someone is

nominated by another ELAN member instead of by themselves, they must accept the nomination to be considered for the position.

- All member positions are voluntary, and candidates must be an ELP graduate from any cohort.
- At least one Member-at-Large position is reserved for the upcoming ELP graduating cohort, and all upcoming ELP graduates are eligible for nomination and election. The upcoming graduating cohort will elect one Member-at-Large, while the full ELAN membership may select additional upcoming graduates from the same cohort to fill other Member-at-Large positions.
- Members-at-Large will serve for one year and may serve up to three consecutive terms.
- All ELAN members are eligible to serve on ELAN ACT (even if they have served previously); however, selection preference will be given to individuals who have not served before.
- The Current Chair position has a one-year term limitation. Previous Chairs may be selected for the Current Chair role after not serving in that role for two years. They may serve in a Member-at-Large role at any time.
- All ELAN ACT members must work closely with APHL, ELAN, and ELP cohort members and support APHL initiatives and activities.
- In the event a member is unable to continue their service, the Chair may use the list of previously nominated candidates to fill the vacant role or choose to seek new nominations.
- If the Current Chair cannot continue in the role, the Incoming Chair will assume the role of the Current Chair, calling for additional nominations for the Incoming Chair position they are vacating.
- Each year, APHL will hold a selection process for members to serve the next term. In extraneous circumstances, APHL may choose to extend ELAN ACT terms in lieu of having a selection process for different members.

Role of the ELAN ACT Current Chair

Leadership

- Lead and execute ELAN ACT initiatives
- Advocate for ELAN's initiatives, ensuring alignment with APHL priorities and facilitating clear communication with ELAN members and ELAN ACT

Engagement and Collaboration

- Foster engagement, collaboration, and communication within ELAN and ELAN ACT
- Lead outreach efforts and engage with ELAN members on the CoLABorate Community site
- Collaborate with APHL to recruit volunteers for the quarterly ELAN Written Update
- Oversee and promote the ELAN ACT Microsoft Teams site to facilitate collaboration, task management, and ongoing discussions
- Manage shared documents within the ELAN ACT Microsoft Teams site to ensure smooth workflow and effective collaboration
- Provide strategic direction for recruiting and engaging new cohort members from local public health laboratories

Meeting Coordination

- Collaborate with APHL to develop agendas for ELAN ACT Monthly Meetings and all-member ELAN Quarterly Meetings

- Facilitate ELAN ACT Monthly Meetings and all-member ELAN Quarterly Meetings

Project Support

- Lead ELAN ACT's proposal work for APHL Annual Conference initiatives (e.g., preconference workshop, alumni networking event, presentations, roundtables, Member Experience Booth Activity, poster presentations). This task is essential, as it is a funding mechanism for ELAN's operations.
- Lead ELAN ACT activities during the APHL Annual Conference
- Oversee and direct efforts to support and expand on projects from ELP cohorts
- Review Project Charters to ensure alignment with APHL priorities and address laboratory leadership issues.

Accountability and Ethical Standards

- Ensure accountability and uphold ethical standards in all APHL activities

Role of the ELAN ACT Members

Engagement and Collaboration

- Contribute insights to help shape ELAN priorities and initiatives
- Advocate for ELAN, encouraging input to enhance decision-making and diversity within ELP
- Collaborate with the Current Chair in recruiting volunteers and engaging members in ELAN activities
- Support ELAN's mission by promoting collaboration and driving member growth
- Assist in attracting new cohort members from local public health laboratories to expand participation.

Meeting Participation and Assistance

- Attend and actively participate in ELAN ACT Monthly Meetings, ELAN Quarterly Meetings, and other key activities
- Support the Current Chair in organizing meetings, contribute to the ELAN Written Update, and assist in strategic planning for marketing and advocacy for workforce development and other APHL initiatives

Project Support

- Review Project Charters to ensure alignment with APHL priorities and address laboratory leadership issues
- Contribute leadership ideas and expertise, collaborating on initiatives such as the Annual Conference
- Participate in coaching and other leadership activities while supporting APHL teams
- Develop and submit proposals for APHL Annual Conference initiatives (e.g., workshops, alum events, presentations, roundtables, Member Experience Booth Activity, poster presentations)
- Support ELAN ACT activities during the APHL Annual Conference
- Support and expand on projects from ELP cohorts

Feedback and Community Engagement

- Provide feedback on how ELAN can better support laboratories
- Foster engagement on the ELAN CoLLABorate site
- Highlight ELAN members' contributions to the Public Health Laboratory system and encourage a “pay it forward” attitude

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Role of APHL Staff Members

Coordination and Assistance

- Draft and send the ELAN ACT Monthly Meeting agendas to the ELAN ACT Current Chair for review and approval
- Serve as the official notetaker during ELAN ACT meetings, ensuring key takeaways, action items, and decisions are documented
- Post and organize meeting agendas and notes on the ELAN CoLLABorate Community site to ensure easy access and transparency for all members
- Administer the ELAN ACT Microsoft Teams site, ensuring all members have access to essential documents, tools, and communication features
- Collaborate with ELAN ACT members to help in achieving team goals and activities
- Provide logistical assistance for ELAN Quarterly Meetings and APHL Annual Conference activities
- Assist with ELAN ACT's work on updating ELP Cohort projects.

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Key Activities & Cadence

- ELAN ACT Meetings
(Monthly | Virtual)
- All-Member ELAN Meetings
(Quarterly | Virtual)
- APHL Annual Conference Activities, including, but not limited to, workshops, alum events, presentations, roundtables, Member Experience Booth Activities, and poster presentations
(Annually | In-person)
- ELAN Written Updates
(Quarterly)

Resources

- ELAN ACT on Microsoft Teams: a place where the ELAN ACT can access and collaborate on meeting agendas, minutes, written updates, and project documents.

- Link to ELAN ACT MS Teams:
https://teams.microsoft.com/l/team/19%3acy7didU6VFib3AKjjKbQq-WLkbqEMm_AJoDCyulzmZ01%40thread.tacv2/conversations?groupId=bebb4a92-32b2-4e3b-8c6d-649426bdf8d4&tenantId=434e0aed-ef82-4568-a049-3b17adc08ddd
- ELAN CoLLABorate Community: a place to connect with fellow ELAN members and review resources, minutes, newsletters, and photos
 - Link to ELAN CoLLABorate: <https://collaborate.aphl.org/>

Charter Review and Updates

The ELAN ACT Charter will be reviewed annually by both APHL and ELAN ACT. This review process ensures that the Charter remains aligned with APHL's evolving priorities and the needs of the ELAN ACT. Any necessary updates or revisions will be discussed, and changes will be made collaboratively to maintain clarity, relevance, and effectiveness in supporting ELAN ACT's goals and activities.