

Committees and Leadership

Overview of Committees

- **Coordinators/ Planning Committee-** Planning of health fair, leadership and coordination of the subcommittees, contact participants/ exhibitors/donors/ sponsors, coordinate and oversee other committees, plan the **budget** and timeline, seek **funding**.
- **Clinical Committee-** ideally consists mainly of medical students and healthcare professionals who can plan and run the clinic. (**Premeds, if you can't find any medical professionals, you can also do other health awareness activities, such as avoiding preventable injury, healthy cooking demos, physical activity lessons, etc. For more information on how to run this type of event, you can contact the premedical team chair at premed.chair@amsa.org).
- **Facilities committee-** Planning of the site, mapping the exhibitor tables, parking.
- **Procurement committee-** obtaining brochures, incentives, supplies, decorations.
- **Food committee-** prepare healthy choice of food samples, recipes.
- **Volunteers committee-** clerical work, creating sign-in/ registration and evaluation forms, make volunteer assignment list.
- **Public Relations committee-** create poster/flyer for the event, name tags for volunteers/exhibitors.

Leadership Positions

Chair or Co-Chairs

Oversee the planning and execution of the health fair, organize meetings of coordinators and check on their progress.

Coordinators/ Planning Committee

Try to have a representative from the following groups on the planning committee:

- **Health professionals:** physicians, dentists, chiropractors, podiatrists, optometrists, nurse practitioners, physicians assistants
- Health agencies: hospitals, home health agencies, **clinics**, nursing homes, retirement centers, emergency medical services
- Local employers or organizations
- Local media
- Other members of your target audience

A broad-based community planning committee will provide:

- widespread support and better attendance;
- ideas that better meet unique needs of community people;
- selection of time and place least likely to conflict with other community activities;
- more people to share the work;
- more media promotion and attention; and
- safe, reliable screening practices with referrals and explanations for abnormal results.

Duties

- Identify the target audience.
- Identify best ways to reach the target audience. Should entertainment and games be a part of the health fair? Should the health fair be only activity oriented? Should screenings and immunizations be offered?
- Develop a theme, like “Family Health Affair” or “Spring into Health.”
- Develop a timeline.
- Create a schedule for the health fair, including opening and closing times, lunch, dinner, etc.
- Select a date.
- Identify subcommittees and possible members.
- Set and manage the budget, considering:
 - Publicity and promotion costs;
 - Equipment and table, chair, audiovisual, etc., rentals;
 - Decorations;
 - Refreshments and lunches for participants, volunteers, and people in booths;
 - Permits and insurance requirements;
 - Printing;
 - Mailing, including promotional and follow-up; and
 - Screening costs.
- Give subcommittees their allocation.
- Set policies for budget management and reimbursement of expenses. Identify the person responsible for writing and signing checks.
 - How will deposits for equipment, tables, etc. be handled?
 - How will records of expenditures be maintained?
 - What are the policies regarding handling cash?
 - If there is a petty cash fund, who will maintain and authorize withdrawals?
 - What is the deadline for submission of bills after the fair is done?
- Plan and arrange for booths from agencies, such as the American Heart Association, American Cancer Society, Arthritis Foundation, Department of State Health Services, etc.
- Identify potential **donors**, **sponsors**, and **vendors**.
- Coordinate contact of all donors, sponsors, vendors, and booth participants.
- Provide oversight and coordination for subcommittees. Make sure committees stay within budget.
- Assist with management of the health fair, welcome participants.

Clinical Committee

Health professionals on the clinical subcommittee can help **determine what is appropriate to include in a health fair for the target audience**. Not all brochures, giveaways, or topics should be included. (See document on [A Culturally Sensitive Approach](#))

Screening for **blood pressure, cholesterol, blood glucose**, etc. may be planned **if appropriate** for the target audience. If screenings are provided, the clinical subcommittee must help in determining **appropriateness for the audience, finding appropriate providers, making sure universal precautions are followed, results are accurate, and participants are properly informed about results and provided with follow-up suggestions**. Provisions must be made for situations when someone's blood pressure or blood sugar is found to be dangerously high during the health fair — where can that person go for immediate help?

Also make sure that you properly dispose of any biological waste. For instance, if you are doing hepatitis B screenings, you will need biological waste containers and proper disposal services (you may need to include this in your budget) for supplies used in blood draws. If you give free vaccinations (many times you can obtain free vaccines from your local state/city department of public health), you will also need to ensure proper disposal of syringes.

Duties

- Identify key health topics and booths for the target audience.
- Determine the kinds of screenings/services for the target audience, such as,
 - blood cholesterol (total, HDL, LDL, and triglycerides)
 - blood glucose
 - blood pressure
 - skin cancer
 - lung capacity
 - vision screening
 - glaucoma screening
 - hearing tests
 - foot
- **Med students: be aware of medico-legal liability!**
 - Check with your school office of student affairs and/or legal department about medico-legal liability and what procedures they have in place to address this.
 - All schools usually require a physician to be on-site during the health fair to supervise the medical students doing screenings and many schools require some paperwork signed before the event to ensure that students are covered under their school's medical malpractice insurance in the event that a medico-legal situation arises.
- Plan and arrange for types of clinical staff, laboratory services, mammogram van or transportation to the location for mammograms such as a local hospital for clinic.
- Plan for meeting universal precautions regarding drawing and handling blood, etc.

- Plan for delivery of results to the participants. You may need to provide English translation of results on one side and a translation on the back in your attendee's primary language so plan ahead. You may also need to keep track of attendee contact info (address, phone #, preferred method of contact) and languages spoken for this purpose
- Plan and arrange for treatment referrals for participants with abnormal results, both immediately and longer term (for example, if someone has a very high blood glucose or blood pressure, where can they be seen immediately?).
- Define and review the kinds of health information, brochures, and giveaways appropriate for the target audience (for example, no small objects for young children or free drug samples, etc.).
- Plan for immunizations appropriate for the target audience.
- Plan and arrange for "Ask a Doctor," "Ask a Nurse," "Ask a Podiatrist," "Ask a Pharmacist," etc. booths.
- Plan for equipment needs, such as blood pressure cuffs including children's (note: BP screening is not usually done for children), average adult's, and obese adult's (the wrong sized cuff will give wrong results).
- Plan for first aid needs during the health fair.
- Provide information on actual costs for clinical services, such as the lab work provided to facilitate interpretation of the value of the health fair to the community.
- **Plan to protect confidentiality of participants regarding results.**
 - **Results only must be given to the individual participant and not to the employer at a work site health fair or to an insurance company.**
 - No sign-up sheets identifying participants' blood pressure, lab results, etc. should be used. You can make health and distribute health info passports for attendees to have their results recorded in.
 - see health passport designed by 2008-2009 REACH Education Coordinator Derrek Millet for the 2009 Health Equity Leadership Institute (HELI) where we held a health fair as one of the activities
 - If height and weight are done, for example, it must be done so no one can even accidentally be made aware of someone else's results—this is true for children as well as adults (Note: Determine BMI and explain meaning of results. To calculate BMI, go to the Centers for Disease Control and Prevention's calculator at <http://www.cdc.gov/nccdphp/dnpa/bmi/>.)

Facilities committee

The Facilities Subcommittee should consider the following when selecting facilities:

- Plan for equipment and electrical needs.
- Are tables and chairs available?
- Are drinking water and refreshments available?
- Parking: Is it adequate?
- What type of cleanup is required?
- Plan for security. Where can purses be kept safely during the fair? Crowd control? etc.
- Plan locations for exhibit booths (competing agencies do not like being right next to one another).
- Plan for crowd flow.
- Create a **map** for participants to locate booths of interest at the fair as well as essential services like restrooms and water fountains. Remember to make and post signs in the appropriate languages.
- Create and post signs at the fair for booths and directions to restrooms, water fountains, refreshments, entertainment, first aid, lost parents, and exits. Signs may be done by the administrative committee.

Procurement committee

- Planning for and obtaining incentives, giveaways, brochures, promotional items, bags to collect fair brochures and giveaways, and door prizes. Local community businesses are often willing to help with donated items or services.
- Securing decorations and decorating the day of the fair.
- Planning for and obtaining supplies (eg - partner facility like the YMCA might provide some..), including:
 - Garbage cans
 - Garbage bags
 - Velcro
 - Tablecloths
 - Pens, pencils
 - Paper, notebooks
 - Extension cords
 - Surge protectors
 - 3-prong adapters
 - Tape, such as scotch, electrical, masking, etc.
 - Scissors
 - Stapler

Food committee

The Food committee is responsible for refreshments. Also, since we'll be talking about nutrition/good diets, food committee can provide a table of healthy food as a display. (also, some food for them to take home). Again, local businesses and supermarket chains like Whole Foods are often willing to donate food items.

When deciding on the types of refreshments to serve, consider:

- Appropriateness of the refreshments.
- Sources for the refreshments.
- Food safety.
- **Nutritious choice of food**
- **simple recipes**

Volunteers committee

- Providing necessary clerical support, including writing letters and invitations, and creating the following forms:
 - **Sign-in or registration forms.**
 - **Evaluation forms** for participants and exhibitors.
- Plan for setup and cleanup the day of the health fair; procure adequate staff to assist.
- In charge of registering exhibitors/volunteers the day of health fair.
- Plan for and procure adequate staff for the health fair, considering breaks and lunch times.
- Develop an assignment list for the day of the fair so volunteers can be easily directed to their assigned areas.
- Assist with management of the health fair.

Public Relations committee

- Developing and disseminating **posters, flyers, and mailings.**
- Design a **name tag** for staff, print out **stickers** for physicians/exhibitors, medical school students, and college volunteers.
- A good point to emphasize is the estimated amount of money that can be saved by taking advantage of free screenings.