

External Membership Engagement Policy Summary

As a member benefit, both organizational and individual members may request access to our membership to further public health projects and initiatives that align with MPHA's mission and serve as a benefit to the public, MPHA members, and the field of public health.

Examples of access include surveying/evaluation methods, holding focus groups, or other questions and feedback gathering. Access will not be granted to organizations or individuals who are not members of MPHA (please note student memberships are available at a reduced rate of \$10). Requests must also align with MPHA projects/groups (i.e., Member Sections) or the requesting party must take the initiative to form such a group with assistance from MPHA staff. Groups may not be formed for the singular purpose of serving as a point of access to members. Access to membership for these purposes should be submitted via written request to MPHA's Executive Director. Requests will be evaluated on a case-by-case basis and granted at the discretion of MPHA's Executive Director. If access is granted, members will be notified and have the right to choose not to participate.

Organizations may not leverage or reference access to MPHA membership on any lists of collaborators or to meet other partnership request requirements as may be specified in any requests for proposals, grants, bids, or other applications, unless explicit permission is given. Information on members will not be shared unless consent is given; see "Membership List Use" section of MPHA's Membership Policy for further information.

Process for Requesting Access to Membership for External Engagement

1. Identify a use case for engaging with the MPHA membership and identify if a relevant MPHA member group already exists to engage
2. If member group exists, complete section B of the Access Request Form
 - a. Submit completed form to mainepha@gmail.com
 - b. Form is reviewed by MPHA's Executive Director
 - c. If granted, applicant is notified and works with MPHA's Membership staff to solicit information from the member group based on information provided in the Access Request Form
 - i. Results of the request will be shared with the member group upon completion
 - d. If not granted, applicant is notified and provided feedback on reason/s
 - i. The applicant is allowed to re-submit pending feedback
3. If member group doesn't exist, complete sections A and B of the Access Request Form
 - a. Submit completed form to mainepha@gmail.com
 - b. Form is reviewed by MPHA's Executive Director and Membership staff
 - i. If granted, Membership staff reviews membership capacity and resources for feasibility of forming a new group
 1. If capacity exists, applicant is notified and works with MPHA's Membership staff to form the group
 2. If capacity doesn't exist, applicant is notified
 - ii. If not granted, applicant is notified and provided feedback on reason/s
 1. The applicant is allowed to re-submit pending feedback
 - c. Upon group formation, the applicant works with MPHA's Membership staff to solicit information from the member group based on information provided in the Access Request Form
 - i. Results of the request will be shared with the member group upon completion
 - d. Applicant continues to work with MPHA's Membership staff to lead the group

MPHA External Membership Engagement Form

Applicants must be active members of MPHA and remain in good standing throughout the duration of their request. If forming a group, applicants must maintain an active membership throughout their participation in the group. Please note all requests are reviewed and approved at the discretion of MPHA's Executive Director on a case-by-case basis. Please review MPHA's Policy on External Membership Engagement for more information (see below).

1. Are you a member of MPHA?

Section A – Please complete this section in its entirety if a MPHA member group does not currently exist. If a group exists, please skip to Section B. Current member sections include: Alcohol, Tobacco and Other Drugs; Climate; Health Equity; Obesity; and Public Health Infrastructure.

1. What public health or professional development topic will this group address?
2. Why is this group needed? What are the goals or objectives?
3. To your knowledge, is there interest in this topic among public health and related professionals in Maine?
4. Do you have the capacity to lead this group, beyond the access request, with support from MPHA?
5. Please include any other information you think is relevant in MPHA's consideration to form this group.

Section B – Please complete this section in its entirety to request access to MPHA's membership. MPHA will not consider any requests that solicit donations, spam the membership, or use the membership for commercial purposes (i.e., to win bids on grant proposals).

1. What member group are you requesting access to?
2. What public health or professional development topic will your request address?
3. Please describe how this request will further public health projects and initiatives that align with MPHA's mission and serve as a benefit to the public, MPHA members, and the field of public health. Please include a brief description of your project, including goals/objectives.
4. How will you be accessing the member group (e.g., focus groups, surveys).
5. How much of the group's time are you requesting? Please indicate total time and frequency. (Note – Most member groups meet monthly.)
6. Are you prepared to follow up after the request to share results with the member group?
7. Please include any other information you think is relevant to MPHA's decision to request access.