

## CALIFORNIA OVARIAN CANCER AWARENESS PROGRAM (COCAP)

### CORE PLANNING GROUP (CPG)

#### GUIDELINES

The COCAP Core Planning Group (CPG) was established to guide the program goals and objectives of COCAP. CPG members work on the planning of COCAP activities and collaborate on ways to better educate healthcare providers and communities throughout California on ovarian cancer issues.

#### **Membership:**

The CPG will consist of no more than 15 members, at least 5 of which will be ovarian cancer survivors or advocates. The CPG will select members who will contribute to the group with their knowledge, experience and or expertise in the area of ovarian cancer. Members of the CPG will include:

- Individuals who represent academic institutions, hospital systems and community clinics
- Healthcare providers, public health professionals and researchers
- Ovarian cancer survivors and ovarian cancer advocates
- Individuals who represent agencies, community-based organizations and community groups

#### **Geographic Area of Membership:**

CPG members are located throughout the state of California. The CPG strives to have a geographic reach representing all major regions in California.

#### **Qualifications of Service**

It is recommended that all CPG members possess the following qualifications:

- The willingness and desire to serve.
- Have a thorough understanding of the mission of COCAP.
- Have basic knowledge of ovarian cancer and ovarian cancer issues.
- Have the time to be an active participant.

#### **Time and Resource Commitment:**

- CPG members should participate in monthly meetings that will be held primarily through teleconference calls. CPG members will be given toll free call-in information in order to participate in the meetings. Face-to-face meetings will occur 2 to 4 times a year in the Sacramento area. Travel expenses will be reimbursed to CPG members participating in CPG meetings or related events.
- CPG will serve for one year upon which time a Recommitment to Participate document may be submitted for continued participation.

#### **Application process:**

Prospective members will complete an application found on the COCAP website. Applications will be reviewed by CPG members, and applicants will be notified within 4 – 6 weeks if they have been chosen to participate on the CPG.