Templates for CAB - **Ordered by Consumer Advisory Board Nine-Step Process**

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| **Process Step(s)** | **Template type** | **Format** | **Purpose** | **Filename** |
| 1, 3 | Meeting agenda | .docx | Format for sharing agenda and taking notes during CAB Leadership Team Planning meetings | *Attachment A - CABLT Planning Meeting Template* |
| 2 | One pager | .docx | To be used in orientation of CAB Leadership Team members and in recruiting for Consumer Feedback and Informational meeting sessions | *Attachment B - CAB Meeting One Pager Overview* |
| 2 | Recruitment tracker | .xlsx | Tool used to collect information on CAB candidates, guide recruitment of individuals based on meeting topic, and maintain attendance records | *Attachment C - CAB Recruitment and Participation Tracking Tool* |
| 3 | Meeting logistics template | .docx | Admin support checklist with steps to set up and conclude CAB meetings | *Attachment D – CAB Meeting Logistics Template* |
| 5 | Post-meeting survey | .docx | Gather feedback for consumer meeting effectiveness and opportunities for improvement | *Attachment H –CAB meeting evaluation* |