

## Attachment 5: Pre-Survey Email to Potential Respondents

The following email will be sent to everyone who served as a member of a NORA council during the third decade (October 1, 2016 to present). The co-chairs of each council will send out this email to their members.

Subject line: NORA Council Member Survey Coming Soon

Dear [Council Name] Members,

Next week you will receive an email from the NORA Coordinator, Emily Novicki, inviting you to give feedback about NORA by taking a survey. It has questions about NORA council activities and your satisfaction with how the council is running. The information will be used to help councils function even more effectively and to uncover best practices for NORA councils.

The survey is voluntary and will take about 12 minutes. The information you provide will be used for improvement purposes only, will not be shared in any way that would identify you or your organization. NIOSH will keep information you provide private and secure to the extent permitted by law.

We think this survey will provide useful information and encourage you to participate. For additional information about this project, please contact Emily Novicki at [NORACoordinator@cdc.gov](mailto:NORACoordinator@cdc.gov) or 404-498-2581.

Regards,

[Co-chair names]