Association of Maternal and Child Health Programs
Best Practices Committee

**Mission:** AMCHP uses the concept of "best practices" to drive efforts to define, document and disseminate effective practices, models and tools in maternal and child health. The goals of the program are to highlight promising practices and share success stories; contribute to the replication of effective programs nationwide; and recognize exemplary state efforts. The Best Practices Review Panel is a committee that determines which programs fit AMCHP’s best practice standards, and leads efforts to continue the collection and evaluation of state MCH best practices.

**Responsibilities:**
- Conduct bi-annual reviews of best practice submissions (Fall and Spring)
- Identify cutting edge, emerging, promising and best practices in MCH that will be incorporated into the Innovation Station database
- Provide AMCHP members consistent and quality examples of state MCH best practices in a timely and effective manner
- Provide feedback on the quality of the Innovation Station database
- Identify recommendations for AMCHP staff to revise and change the criteria and process

**Organization:**

**Review of Charter**
This charter shall be reviewed and reassessed by the Best Practices Committee at least annually, and any proposed changes shall be submitted to the board for approval.

**Membership/Structure/Quorum**
The Best Practices Committee shall consist of at least five members. The committee chair shall be appointed by the board chair. Committee members should have expertise or interest in program evaluation, evidence-based practice, or implementation science.

Committee members serve for a term of one year, and a maximum of two terms. Ex-officio members are not term limited. In all cases, the relationships are expected to be professional and collegial working relationships that facilitate advancing the work of the Committee and of the Association as a whole. There is no supervisory or other type of hierarchal relationship between any of the liaisons, committee leaders or committee members. The AMCHP Committee appointment process occurs annually, guided by language within the organization’s By-Laws and Committee Policy with the President of AMCHP responsible for the selection and approval of all
new and second term committee members. The AMCHP President Elect typically also participates in the process to allow for continuity of leadership.

Staff Designee
The Program Manager for Evidence-Based Practice and his/her designee shall be staff to the Best Practices Committee.

Meetings
The Best Practices Committee shall convene at least four times per year. A quorum of any meeting of the Best Practices Committee shall consist of a majority of its voting members. Committee members may participate by teleconference.

Agenda, Minutes, and Reports
The chair and vice-chair, in collaboration with the staff designee, shall be responsible for establishing the agendas for meetings. An agenda, together with relevant materials, shall be sent to committee members at least 3 days in advance of the meeting. Minutes for all meetings shall be drafted by the staff designee, reviewed by the committee chair and vice-chair, and approved by committee members at the following meeting.

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