



## **Family Representative, Board of Directors Roles and Responsibilities**

<b>Title</b>	Family Representative, AMCHP Board of Directors
<b>Purpose</b>	Determine policies, procedures and regulations for the conduct of AMCHP; ensure the necessary resources, both financial and other, for the operation of AMCHP and its programs; monitor organization performance; and represent the interests and needs of families as they relate to MCH programs across the country; support/increase family leadership capacity and family involvement at all levels within AMCHP.
<b>Term</b>	Three years. May serve two consecutive terms; may be elected for additional terms after one-year absence from service.
<b>Eligibility</b>	Delegates or regular members who are family liaisons to a Title V program from any state or territory.
<b>Meetings</b>	Five AMCHP Board Meetings (3 in person, 2 teleconferences) Serve on Family and Youth Leadership Committee
<b>Responsible to</b>	Executive Committee

### **Responsibilities of Board of Directors**

- Establish policies for administering the program and services in accordance with AMCHP's mission
- Employ and support the Chief Executive Officer
- Ensure resources to support AMCHP's budget and programs, including assisting staff in development activities when possible
- Ensure the financial affairs of AMCHP are conducted on a responsible basis in accordance with established policies
- Represent AMCHP at conferences, on national and state advisory groups, before government agencies and with private individuals
- Participate in evaluations/reviews of the Board performance, including bi-annual Board Assessments, and take steps to improve its performance

### **Specific Responsibilities of Family Representatives**

- Represent needs and interests of families as they relate to Title V programs and policy across the country
- Provide expert knowledge in MCH program and policy development and enhancement at the national, state and local level
- Identify and share trends, issues and news with the board and AMCHP staff, including emerging "best practices," government policies and opportunities to advance family involvement in MCH programs

- Participate in activities to share emerging MCH issues and trends impacting states and territories in region as requested by the Board and staff
- Identify opportunities to involve families in the leadership of AMCHP
- Identify opportunities to increase family leadership capacity at the national, state and local levels

**Expense Support**

Travel expenses (except for the meetings held in conjunction with the annual conference) and AMCHP-sponsored conference calls are covered by AMCHP. For the annual conference, if the Title V program is unable to pay for the family representative to travel to the board meeting, AMCHP will attempt to cover that expense with prior approval and discussion between the member and staff.