Association of Maternal and Child Health Programs

Workforce & Leadership Development Committee

Purpose: The Workforce & Leadership Development Committee supports AMCHP’s board and strategic plan by developing strategies to support and enhance the skills and competencies of the MCH Workforce with a focus on leadership development and mentoring. The committee will focus on issues that state Title V programs are facing in recruiting, training and retaining staff. The committee will identify and support the development of training and technical assistance, data and assessment, professional development, and other resources needed to ensure a competent MCH workforce. Topics the committee cannot address will be passed onto the appropriate AMCHP committee.

Responsibilities:
- Focus on the development and/or identification of strategies to help state Title V programs in recruitment, training and retention of staff
- Liaise with other Title V/MCH training organizations
- Identify current training opportunities and disseminate information to AMCHP members
- Link with other public health leadership efforts
- Influence training, technical assistance, and leadership efforts to focus on MCH/CSHCN program needs
- Identify resources, including Best Practices from across the country to help state Title V staff address workforce issues.
- Provide input to local, state and federal partners on workforce and leadership development issues related to Title V/MCH workforce

Organization:

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

Membership/Structure/Quorum
The Workforce & Leadership Development Committee shall consist of at least five members. The committee chair shall be appointed by the board chair.
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 Board 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 Analyst for Workforce Leadership and Development and the Program Manager for Evidence-Based Practice shall be AMCHP support staff to the Workforce & Leadership Development Committee.

Meetings
The Workforce & Leadership Development Committee shall convene at least four times per year. A quorum of any meeting of the 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.