Association of Maternal and Child Health Programs
Director-at-Large, Board of Directors
Roles and Responsibilities

Title
Director-at-Large, AMCHP Board of Directors

Purpose
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 MCH programs across the country. Support and foster AMCHP’s mission to ensure the health and well-being of all women, children, youth and families, including those with special health care needs.

Term
Three years. May serve two consecutive terms; may be elected for additional terms after one-year absence from service.

Eligibility
Delegates from any region

Meetings
Up to five board meetings (one held in conjunction with the AMCHP annual conference; up to two in person and and up to two conference calls per year.)

Responsible to
Board Officers

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 and actively participate in fundraising
• 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
• Annually review the performance of the board and take steps to improve its performance

Specific Responsibilities of Directors-at-Large
• Represent needs and interests of Title V programs across the country
• Identify and share trends, issues and news with the board and AMCHP staff, including emerging “best practices,” government policies and opportunities to advance family health
• One of the two directors-at-large will serve on the Governance Committee
• The Directors-at-Large may also serve as Board liaison(s) to another Association Committee
• The Direct-at-Large position may assume other duties as assigned in the event there is an interim vacancy for a regional director(s) for an extended period of time or if there are no nominations for a regional director(s) position (for example, planning for or facilitation of regional calls, etc.).

Expense Support
Travel expenses (except for the meetings held in conjunction with the annual conference) and AMCHP-sponsored conference calls are currently covered by AMCHP (subject to change based on funding or budget).

Revised January 2015