



**LEADERSHIP COUNCIL TERMS OF REFERENCE**  
**7/28/20**

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*This document sets forth the guiding policies and procedures for which the council will operate.*

**Membership Term:** Two-year term to allow for a check in on commitment approximately halfway through the life of the program. Appointments will occur June of 2022.

**Chair and Vice-Chair Terms:** The chair and vice-chair will serve a two-year term but may seek re-election in June of 2022. These leadership positions are determined through a roll call vote during the meeting or via email to Amanda Eby. Program staff Kristen Rogers and Ann Buss will not serve in leadership positions.

**Chair and Vice-Chair Roles and Responsibilities:** The council chair and vice-chair collaborate with program staff leads Amanda Eby and Stephanie Fitch to develop meeting agendas and materials as well as the overall strategic plans for council initiatives. The chair facilitates council meetings with program staff. The vice-chair supports the chair as needed and serves in his/her absence to facilitate meetings.

**Proxies:** A proxy with voting privileges must be designated and submitted in writing to the department and council leadership by the council member in advance of sending them in his or her place. Proxy attendance does not count toward the council member's requirement to attend 50% of meetings.

**Attendance Expectation:** Attendance must exceed 60% each year or commitment will be addressed by the council leadership after three consecutive unexcused absences from meetings. Regular meeting attendance is important to understanding MOMS program activities and challenges to implementation to be able to advise and provide helpful input to program staff.

**Meeting Schedule:** Meetings will be the fourth Tuesday of every month, 3:30-5:00 PM. Program staff will provide at least one-week notice if a meeting will need to be extended to 5:30. Rescheduling meetings due to holidays or conflicts will be determined by council leadership and program staff and they will notify members at least one-week in advance.

**Meeting Location:** While social distancing requirements are enforced by the State of Montana due to the COVID-19 pandemic, meetings will be held via zoom using the following information:

Join Zoom Meeting

<https://mt-gov.zoom.us/j/91224192994?pwd=d1RTaENYczdLVXMra0FJNGhwM2JPUT09>

Meeting ID: 912 2419 2994

Password: 201080

Dial by Telephone

+1 646 558 8656

When in-person meetings are possible, the council will meet in-person quarterly. The first meeting in-person meeting will be in the basement conference room of the State of Montana USFG building at 1625 11<sup>th</sup> Avenue in Helena, Montana. Subsequent in-person meetings can potentially rotate location between Missoula, Bozeman, Billings or other appropriate cities, as determined by the council.



**Voting:** All council members can vote except potential ad hoc members such as legislative representatives. Voting will be conducted using a verbal roll call vote during the meeting or via email to Amanda Eby. Decision-making consensus requires a quorum of at least 50% of the council members.

**Frequency of Review of Terms of Reference:** This document will be reviewed and approved via council vote annually unless council leadership or program staff determine a need for additional review.

**Linking Communication Protocols:**

- The council will determine a schedule for reports from Billings Clinic, University of Montana, the Meadowlark Initiative, DPHHS – Maternal Mortality Information Application (MMRIA), Maternal Mortality Review Committee (MMRC), Perinatal Quality Collaborative (PQC)
- Resources available to the council:
  - Information and updates on MOMS program activities are on the website at [www.mtmoms.org](http://www.mtmoms.org).
  - The council’s meeting notices, agendas, materials and other resources can be found here: <https://www.mtmoms.org/moms-leadership-council/>.
- MOMS program staff at DPHHS will email council members the meeting information and materials the week prior to each meeting.

**Authority and Accountability:** The council is directly accountable to and reports to program staff at DPHHS to whom they advise on program implementation.

**Deliverables/Outputs:**

- Strategic plan based on identified gaps in care in the Title V and MOMS needs assessments
- Advice on communications campaign plan
- Feedback on MOMS program activities
- Maintain consistent collaboration among all interrelated entities focused on perinatal and maternal health (MMRIA, MMRC, PQC, HMHB, Safe Sleep, Title V, etc.)

**SENIOR LEADERSHIP SIGNATURE APPROVAL**

Printed Name	Signature	Date
<i>Dr. Clayton "Tersh" McCracken</i>		