

Charter – AMCHP Health Equity Committee

Purpose: To provide national and state level guidance, leadership, and coordination in AMCHP efforts to achieve equity in maternal, child, and adolescent health and well-being, which is one of AMCHP’s core values.

Health Equity Committee Charge:

1. Provide public health strategic framework(s) for reducing health inequities to guide maternal, child, and adolescent health (MCAH) leadership to address racial/ethnic and other health disparities; (FRAMEWORKS)
2. Motivate thought leaders in MCAH to expand or shift focus from service oriented to community transformation paradigm in order to address underlying contributors to disparities; (JUSTIFICATION)
3. Collaborating with others to identify and operationalize approaches or existing efforts for MCAH leaders to address social and structural determinants of health. (STRATEGIES)
4. Make recommendations regarding gaps in resources, tools, research, or program evaluation in order to continue to expand the science regarding contributors and successful intervention strategies. (NEEDS)
5. Ensure a core of critical messaging is developed and used by AMCHP and a track of speakers/presentations relevant to health equity is supported at the national conference and other educational venues (EDUCATION)

Review of Health Equity Committee Charter

This charter shall be reviewed and reassessed by the Health Equity Committee (HEC) at least annually, and any proposed changes shall be submitted to the AMCHP Board Committee for approval.

Health Equity Committee Membership

Membership Composition

- The HEC shall consist of at least five members, including a Committee Chair.
- The HEC Chair shall be appointed by the AMCHP Board President and the AMCHP Chief Executive Officer.
- The AMCHP Committee appointment process occurs annually, guided by language within the organization’s By-Laws and Committee Policy with the AMCHP Board President 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.

Membership Terms

- HEC members serve for a term of one year, and a maximum of two terms. Ex-officio members are not term limited. (Ex-officio members are members with no voting authority; these members have typically been AMCHP partners)

Membership Prerequisites

HEC members should have expertise or interest in supporting:

- Achievement of health equity and the elimination of health disparities across all MCH subpopulations
- Increased knowledge of social and upstream/downstream determinants for health; knowledge or application of evidence-based/research-informed strategies to achieve and maintain health equity
- Commitment to the intentional inclusion of MACH population representatives in all HEC committee planning, strategy, and implementation efforts.

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Health Equity Committee Operations

- In all cases, the committee relationships and communications are expected to be professional and collegial that facilitate advancing the work of the HEC and of the Association as a whole.
- The Associate Director of Epidemiology and Evaluation and his/her designee shall be staff to the Health Equity Committee.
- There is no supervisory or other type of hierarchal relationship between committee liaisons, committee leaders, committee members, or staff designee.

Meetings

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

Agenda, Minutes, and Reports

The HEC 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

Authority and Responsibilities:

Approved by the Board of Directors on [place approval date here].