



**LEADERSHIP COUNCIL TERMS OF REFERENCE**  
**ADOPTED 9/22/20**

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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, with two possible re-appointments for a maximum term of six years. Appointments will occur bi-annually in June.

**Other interested parties:** Appointed, voting members will not exceed 19, discussion and comments from the public will be invited at the end of every meeting. Other representatives beyond the 19 council members may serve on subcommittees for specific work.

**Chair and Vice-Chair Terms:** The chair and vice-chair will serve a two-year term but may seek re-election in June bi-annually. These leadership positions are determined through a roll call vote during the meeting or via email to the DPHHS Program Contact. Montana Department of Public Health and Human Services (MT DPHHS) staff will not serve in leadership positions nor are they allowed to vote.

**Chair and Vice-Chair Roles and Responsibilities:** The council chair and vice-chair collaborate with program staff leads 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 the proxy in his or her place. Proxy attendance does not count toward the council member's attendance requirement.

**Attendance Expectation:** Members will be excused from the committee 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 occur 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:

<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 locations 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 and DPHHS staff. Voting will be conducted using a verbal roll call vote during the meeting or via email to the DPHHS Contact. 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 bi-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 DPHHS Meadowlark Initiative, DPHHS – Maternal Mortality Information Application (MMRIA), Maternal Mortality Review Committee (MMRC), Perinatal Quality Collaborative (PQC); and other reports as requested.
- 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, minutes, 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.

**Purpose of the council:** The council serves in an advisory capacity to DPHHS program staff to guide 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.)
- Other items that may be identified by the Leadership Committee or HRSA required

**SENIOR LEADERSHIP SIGNATURE APPROVAL**

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