



FIRST THINGS FIRST

The right system for bright futures

First Things First Health Advisory Committee—Committee Description

Purpose

The purpose of the First Things First Health Advisory Committee (the “Advisory Committee”) is to represent a systemic approach to children’s health policy and program content. Specifically the advisory committee will provide health content expertise and recommendations to further define the FTF priority role related to health, key indicators and benchmarks toward success, strategy development and assessment of strategy implementation to the Policy and Program Committee of the Board. As appropriate, FTF will work collaboratively through the Advisory Committee and other stakeholder groups to define and connect the various public and private components that derive the children’s health system.

Membership

The Board Policy and Program Committee chair may establish and maintain standing advisory committees composed of regional council members, content experts, stakeholders and state agency partners in three content areas: early learning, family support & literacy and health.

Meetings

The Advisory Committee will:

1. Meet as often as needed to fulfill its responsibilities as charged.
2. Hold and conduct meetings in accordance with requirements of open meeting law.
3. Form ad-hoc subcommittees as deemed necessary and appropriate to focus on specific FTF topics and maximize content expertise.
4. Each Committee shall determine a schedule for the time, date and place of the meetings.

Key Responsibilities

Each Advisory Committee Member shall:

1. Make a commitment to personally attend meetings in order to fulfill the responsibilities of the Advisory Committee. Review documentation from previous systems work (FTF Summit, advisory committees, Early Childhood Task Force) to guide its discussion.
2. Make recommendations on implementation of Task Force identified priority roles.
3. Make recommendations on appropriate key measures related to those priority roles.
4. Make recommendations on appropriate benchmarks related to those priority roles.
5. Provide ongoing stakeholder and community input on the status of priority roles.
6. Review and provide advice on overall FTF health related strategies, individual strategy development and strategy implementation.
7. Ensure that FTF is sufficiently and appropriately connected to the various elements of the children’s health system.

First Things First Policy Staff shall;

1. Assist in organizing and setting up each meeting.
2. Provide any materials that may assist the Advisory Committee in completing its work.
3. Communicate regularly with the Advisory Committee membership.
4. Support the facilitator and/or Advisory Committee Chair to establish an agenda.
5. Assist in securing additional content experts, if necessary to successfully carry out the Committee responsibilities.
6. Present background and clarifying information to assist the Advisory Committee in making its recommendations.

Role of Chair or Facilitator

1. Assist in setting direction of overall committee direction and individual meeting agendas. Provide leadership to the committee to ensure that all members are represented and able to contribute equally.
2. In partnership with FTF staff and/ or facilitator, ensure that the committee's timelines and tasks are met.