

Healthy Kent Breastfeeding Coalition

Steering Committee Members and Responsibilities

Updated 11.21.2016

Chair for Operations

1. **One year term, 3 year commitment (Chair-Elect, then Chair, then Immediate Past Chair)**
2. Supervise and control all business and affairs of the Coalition
3. Plan the agenda for meetings
4. Maintain a Coalition notebook
5. Be a liaison to the standing committees
6. When present, preside at all meetings

Immediate Past Chair for Operations

One year term

1. Advise the Chair for Operations on Coalition business and affairs
2. Preside over meetings when current Chair and Chair-elect are unable to attend

Chair-Elect for Operations

One year term but 3 year commitment (Chair-Elect, then Chair, then Immediate Past Chair)

1. Schedule Coalition meetings and notify members and preside over meetings if current Chair for Operations is unable to attend
2. Assist the Chair for Operations in fulfilling the obligations of office by performing such duties as requested by the Chair.

Secretary

One year term

1. Keep accurate minutes and take attendance at all meetings
2. Be custodian of the minutes and any relevant documents presented at the meetings
3. Is responsible for distribution of minutes to members
4. Shall keep an accurate membership list

Treasurer

One year term

1. Handle all funds received from grants or donations
2. Keep accurate financial records
3. Make a financial report at each Coalition meeting
4. Maintain reconciliation of accounts with our fiduciary Metro Health Hospital Foundation

Liaison with Health Care Community – Appointed by the Steering Committee

1. Be a representative from the health care profession
2. Create linkages with the medical community and provide information amongst those networks

Representative to Michigan Breastfeeding Network (BFN) – Appointed by the Steering Committee

1. Report to the Steering Committee in a timely fashion any State legislative initiatives and how the Coalition can best support these
2. Report activities of the BFN to the Steering Committee as they relate to local Coalition initiatives

Standing Committees Responsibilities

A. Advocacy/Media

- a. Goal: Maximize the number and reach of positive breastfeeding messages in alignment with Coalition strategic plan in local media
- b. Maintain the Coalition website, Facebook page and blog with a minimum of one posting per week of messages in alignment with Coalition strategic plan
- c. Publicize local breastfeeding events and report on state, national and international breastfeeding initiatives in alignment with Coalition strategic plan
- d. Build government support for breastfeeding families

B. Education

- a. Promote evidence-based breastfeeding recommendations throughout the community
- b. Select goals as prioritized in strategic plan with cultural appropriate messages directed to target audiences
- c. Assure breastfeeding support groups are available in the community

C. Events

- a. Provide opportunities for networking, collaboration and resource sharing among breastfeeding advocates in Kent County
- b. Take lead on planning community-wide events including World Breastfeeding Week/Month activities

D. Sustainability

- a. Identify and pursue funding sources for Coalition projects/initiatives
- b. Recruit and orient new members to the Coalition