



## Families and Health SIG

### CFHA Families and Health Interest Group: Charter

**Mission Statement:** “To promote a family-centered approach within CFHA and other healthcare organizations and to foster collaboration in scholarship, education/training, practice, and policy.”

**Vision Statement:** “Improved healthcare through engaged families and collaborative relationships.”

**Tagline:** “Family at the center of healthcare”

**Activities:** We will achieve our mission and vision through:

- Promoting a family-centered focus within CFHA and at the annual conference
- Promoting family-related research and practice-based evaluation
- Educating group members on family-related topics
- Sharing and promoting family-related material through social media (e.g., Podcasts, Twitter, Facebook, Blogs, etc.)
- Offering opportunities for networking and mentoring among professionals interested in family-oriented healthcare

**Governance:** The interest group’s elected leadership will consist of:

- **Chair-** will lead the FHSIG and consult with the other elected leaders to organize meetings, activities, and decisions, and will assume the Past Chair position at the end of a 1-year term.
- **Chair-Elect-** will assume duties as assigned by the Chair, will conduct meetings in the Chair’s absence, and will assume the Chair position at the end of a 1-year term.
- **Immediate Past-Chair-** will provide continuity and institutional memory. The Past-Chair will assume duties as assigned by the Chair, will conduct meetings in the absence of both the Chair and Chair-Elect, and will serve a 1-year term.
- **Secretary-** will provide guidance to the other leaders, record minutes of meetings, lead outreach, polling, and dissemination activities with group members.
- **Early Career Professional-** will advocate for group members who are in training or no more than 3 years into their careers. The ECP will recruit and support new group members through social media and email.

Each position will consist of a 1-year term and leaders can fill different roles consecutively. The terms will start and end each year in the fall during the CFHA Annual Conference. An election will be held for the Chair-Elect, Secretary, and Early Career Professional each year just prior to the conference, if needed.

At least two FHSIG leaders will attend the SIG Annual Leadership Meeting, hosted by CFHA executives.

**Changes to Charter:** When a change to the charter or structure of the FHIG is proposed, the elected leaders will discuss the proposed change during leadership meetings and meet consensus on the changes. Changes will be presented to FHSIG members at the CFHA Annual Conference, and a deciding vote will be taken.

**Meetings and Communication:** The FHSIG will hold virtual, general meetings at least quarterly. There will be between six to eight leadership meetings held yearly. The Secretary will prepare and disseminate minutes from leadership meetings to all leaders. A formal membership meeting will be held yearly at the CFHA Annual Conference. Other modes of communication will include the CFHA listserv and various forms of social media.

Original Charter Adopted: 2014

Revised Charter Proposed to Leadership: August 2015

Revised Charter Adopted by Membership: October 17, 2015

Revised Charter Accepted by FHSIG Leadership: June 2021

Revised Charter Proposed to Membership: October 21, 2021