



Terms of Reference:	Advocacy and Health Policy Committee		
Approval By:	CAPWHN Board of Directors		
Approval Date: February, 2012	Review Date(s): January 2019 (Bi-Annually)	<input type="checkbox"/> Reaffirmed Date:	<input type="checkbox"/> Revised Date: May 2018 June 26, 2020

MANDATE

The Advocacy and Health Policy Committee (AHPC) serves to define and address local, provincial and national issues/policies significant to the health of women and newborns. The AHPC strives to create excellence and sustain an environment in which members can work effectively to improve health outcomes for women and newborns.

RESPONSIBILITIES

The AHPC will:

1. Serve as an advisory body to the Board of Directors and members on matters relative to political, social, and cultural awareness and action.
2. Collaborate with other organizations on matters listed above upon approval of the Board of Directors.
3. Monitor local, provincial and national issues of significance to CAPWHN members and clients and bring them to the attention of the Board.
4. Promote, support and facilitate in contributing CAPWHN's expertise in policy development related to the health of women and newborns.
5. Develop and forward recommendations and/or strategies to CAPWHN the Board of Directors to address issues related to health policy.
6. Formulate, implement, and evaluate plans to address identified health policy issues.
7. Develop a pre-conference or specialty session for the Annual Conference if mutually agreed upon by the AHPC and the conference planning committee.
8. Submit an annual report to the BOD for review at the Board meeting associated with the Annual Clinical, Education and Research meeting. This report will reflect activities of the committee and plans for the coming year.
9. Review the committee terms of reference every two years.

MEMBERSHIP

The committee shall consist of a minimum of six (6) members including:

1. One Chair or two co-chairs with experience and interest in advocacy and an awareness of health policy at the local, provincial, and/or national level.
2. One member from British Columbia/Alberta/Yukon.
3. One member from Manitoba/Saskatchewan/Northwest Territories.
4. One member from Ontario
5. One member from Quebec

6. One member from Atlantic Provinces/Nunavut.
7. One Indigenous member to ensure the respectful sharing of knowledge, skills, and attitudes from Indigenous and non-indigenous peoples of Canada.*
8. One CAPWHN board liaison.
9. Ad-hoc CAPWHN member(s) depending on committee's priorities and initiatives**
10. Ex officio members: CAPWHN President, CAPWHN Executive Director.

MEMBERSHIP TERM

1. Members will serve on the AHPC for a period of two (2) years, renewable once.
2. Additional term(s) may be considered and approved by BOD on a case by case basis.
3. Members will strive to actively recruit and nominate new members for known, impending vacant positions.
4. For consistency, every attempt will be made to stagger new members with remaining members.
5. Members who miss three (3) consecutive meetings in a calendar year will be removed from the AHPC unless special circumstances have been identified with the committee chair(s).

MEETINGS

1. The Committee will, at a minimum, meet six (6) times per year or more frequently at the call of the Chair(s). A yearly timetable of meetings will be determined in collaboration with the members.
2. A quorum for a meeting will be a majority (50% + 1) of the committee membership.
3. Meetings will be conducted via teleconference or face to face at the Annual Conference.
4. The Chair/Co-Chair (or delegate) will preside over the meeting.
5. The Chair/Co-Chair will distribute the meeting agenda at least one-week in advance of the meeting.
6. The meeting agenda will follow a fixed template (e.g., attendees, approval of/additions to the agenda, approval of the minutes of the prior meeting, business arising, new business, adjournment/next meeting).

REPORTING RELATIONSHIP

1. The committee reports, through the (co-) Chair(s) or the BOD Liaison, to the BOD.
2. Minutes (written by an assigned committee member) will be sent within two (2) weeks following a meeting, via electronic transmission, to the Committee members with copies to the CAPWHN President and Executive Director.
3. The (co-)Chair(s) will provide an Annual Report to the BOD at least three weeks before the Annual Conference.

HONORARIUM

Participation as a member of the AHPC is done on a voluntary basis and for the benefit of CAPWHN members and the perinatal population. No honorarium or expenses will be awarded for work completed.

** The inclusion of one Indigenous member would assist to establish relationships with the respectful sharing of knowledge, skills, and attitudes from Indigenous and non-indigenous peoples of Canada. This would assist with the process of reconciliation to close gaps in social and health outcomes.*

*** The addition of an Ad hoc member depending on priorities to engage a community member from specific populations and ensure that determining priorities to improve outcomes is accurate, valid, and based on the specific needs of the patient and family (for example, transgender or gender fluid individual when transitioning language to be gender neutral).*

Members as outlined in #7 and #9 above should be CAPWHN Members if by virtue of their professional credentials they are eligible for CAPWHN Membership. Members as per #7 and #9 should be brought by the Board Liaison to the CAPWHN Board for ratification, including a specific term to be applied.