



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 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 blogs and other media;
- Offering opportunities for networking and mentoring among professionals interested in family-oriented healthcare.

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

- **Chair**, who will lead the group 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. She or he 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 Representative**, will advocate for group members who are in training or no more than 3 years into their careers. The ECR will recruit and support new group members through blogs, 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 at the Fall CFHA national conference. An election will be held for the Chair-Elect, Secretary, and Early Career Representative each year just prior to the conference.

At least 2 CFHA board members will volunteer or be designated to participate in the Interest Group. The board members and/or the Chair will represent the Interest Group with the board.

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. When they are able to reach consensus, they will present the proposed changes to the FHIG group members at the next quarterly meeting and a deciding vote will be taken.

Meetings and Communication: We will hold formal meetings at least quarterly. Most will be by tele-conference, but also hopefully 1 at the CFHA annual conference. The Secretary will prepare and disseminate minutes from these meetings. Other modes of communication will include Families and Health Listserv, Families and Health Blog, and the MedFT Facebook Page.

Original Charter Adopted: 2014

Revised Charter Proposed to Leadership: August 2015

Revised Charter Adopted by Membership: October 17, 2015