

The National Center invites members of the HMG Affiliate Network to apply to the 2019 Forum Planning Committee (FPC).

The Forum, hosted by the National Center, is an opportunity for affiliates and partners to network and create new partnerships, to increase national visibility of the Network's collective efforts and accomplishments in early childhood health and system building, and to solicit promising ideas and innovations from across the Network.

The purpose of the FPC is to represent the goals, interests and needs of the Network in the design and implementation of key Forum activities to ensure that the Forum engages and supports affiliates in the implementation, sustainability and continuous quality improvement of the HMG system model. The FPC roles and responsibilities, commitment, incentive and application process are outlined below.

Roles & Responsibilities

- *Provide input and support decision-making* with respect to Forum content, schedule, and structure on themes such as level of participant engagement, quality of content, and response to previous attendee feedback.
- *Directly lead planning/implementation* of key Forum activities including *Networking Meetings* and *Breakout Sessions*.
- *Reflect and offer suggestions* to support the planning of the following year's Forum activities and to guide improvements to the FPC process itself.
- With HMG affiliate leadership, *engage other key local stakeholders and partners in the Forum*, either through contributions to planning and/or promoting attendance

Commitment

- *Duration:* FPC members will contribute to Forum planning and implementation efforts between the months of November 2018 and May 2019.
- *Expected time commitment:* FPC members should anticipate spending approximately 6 hours per month on Forum-related efforts; actual time spent may vary based on month and associated tasks.
- *First meeting:* The first meeting of the FPC will be November 15th at 1 PM ET.

Incentive: To recognize the time and effort provided by FPC members, the National Center will reimburse (1) night of hotel stayⁱ for each Committee member during the 2019 Forum.

Application process

- *Eligibility criteria:* Must be an active member of a HMG Affiliate at any stage of implementation (e.g., State Lead, Leadership Team member, former/active Work Group member, HMG Coordinator or affiliate staff member, staff from HMG subcomponent host organization, etc.), plan to attend the 2019 HMG Forum, and able to perform the outlined roles and responsibilities. **We strongly encourage representation from all HMG-associated roles (state and local leads, core component leads, call center staff, child health provider liaisons, etc.).**
- *Application:* The FPC application is [available online](#) and due by **October 31st**. Applicants will be reviewed on a rolling basis and members will be selected from criteria pertaining to the FPC eligibility, agreement to roles/responsibilities, and suggested strategies for Forum 2019. Consideration will also be given to the committee's representation of the Network's diversity in phase of HMG implementation and HMG system-type.

ⁱHotel room reimbursement: i) Cannot be divided among multiple rooms or room nights; ii) Can only be redeemed at the Hyatt Regency Buffalo for a room night under the event group rate; iii) May not be transferred to any other individual, or toward a discount of any other cost of the Forum, e.g. other hotel charge(s) or Forum registration cost.