

Operations Committee Charter

Last edited: June 2021

Mission:

To support and coordinate the general activities of the National Birth Defects Prevention Network (NBDPN) and ensure the organization's strategic objectives are met.

Responsibilities:

- The Operations Committee shall have such duties as may be assigned by the Board of Directors. The responsibilities of the Committee may include:
 - a. Communicate to the Board about the Network's operations and other responsibilities assigned by the Board.
 - b. Serve as a liaison between the Board and Functional Committees to promote effective communication between the Board and Functional Committee's needs.
 - c. Evaluate the organization's operational activities as related to the strategic plan.
 - d. Ensure the work of the Functional Committees and workgroups are in alignment with the Network's mission, vision, and objectives.
 - e. Foster synergy and collaboration among the Functional Committees.
 - f. Ensure timely completion of deliverables from each Functional Committees' work plan.
 - g. Identify, recruit, and maintain relationships with NBDPN partner organizations.
 - h. Develop processes and protocols for membership communication, web development, and data dissemination.
 - i. Authorize documents and work plans as needed.
- Ensure OC activities are in line with best practices to support diversity and inclusion in NBDPN operations.

Deliverables:

- Functional Committees' monthly activities and progress briefings
- Speaker/workshop planning for organizational development of leaders
- Protocols related to communications, web development, and data dissemination

Organization:

- Membership
 - a. The Operations Committee will be chaired by the Board Vice Chair(s).
 - Board Vice Chair(s) are responsible for facilitating the Operations Committee meeting, including setting the agenda and ensuring notes are taken.
 - Board Vice Chair(s) will ensure minutes from the Operations Committee are shared with the Board and will communicate any questions or concerns between the two entities.
 - b. The Operations Committee will consist of Chairs and Vice-Chairs of all the Functional Committees, as well as Partner Organizations.
 - Functional Committee Chairs and Vice-Chairs are appointed by the Board and must be NBDPN members in good standing. When a chair position is open, current Committee Chairs, Vice-Chairs, and Committee members may suggest potential candidates to the Board for the open seat. Committee Chairs are eligible for two two-year terms, upon successful completion of an annual review by the Board. Annual Review for each Chair will include, but not be limited to:
 - Ensuring that Functional Committee meetings and any Workgroups of the Committee are held regularly, advertised to the membership, and the Operations Committee is provided with minutes for both the Functional Committees and any Workgroups.
 - Ensuring deliverables from the Committee's work plan are met and updated annually.
 - Ensure any other duties and responsibilities outlined in the Functional Committee's charters.
 - Each Functional Committee has one Chair and one Vice-Chair, with the intention that the Vice-Chair will become the Chair when his or her term is completed if the Vice-Chair demonstrates sufficient experience and effort in the role.

- Partner Organizations
 - a. Partner organizations will include, but not be limited to: Centers for Disease Control and Prevention, March of Dimes, Congenital Heart Public Health Consortium, Society for Birth Defects Research and Prevention, Organization for Teratology Information Specialists, and the Association for Maternal and Child Health Programs

- b. The Operations Committee may form additional partnerships with organizations that will benefit and enhance collaborations with the Network (e.g., Association of State and Territorial Health Officials, American College of Obstetrics and Gynecology, American Academy of Pediatrics, American College of Genetic Counselors, American Public Health Association, Early Hearing Detection and Intervention, and Part C/Early Intervention)
 - c. The Operations Committee may delegate authority to Functional Committees and workgroups as it deems appropriate and form additional Functional Committees or Workgroups if necessary.
 - d. Partner organizations will be invited to at least six Operations Committee meetings per year.
 - e. Partner organizations working in areas of birth defects surveillance, prevention, or education will be asked to provide any news or guidance from their organizations that is pertinent to NBDPN operations.
- Meetings:
 - a. The Operations Committee shall convene at least once per month. A quorum of any meeting shall consist of a simple majority. Meetings will be conducted via videoconferencing and recorded.
 - b. For voting, each Functional Committee will have two votes, one for the chair and one for the vice-chair, and Associate Partners shall have one vote per Organization. If a Functional Committee chair or vice-chair seat is not filled, the Committee will only have one vote until such time that the chair is filled.
 - c. Attendance will be taken by Committee Vice-Chair(s) and they will follow up on repeated absences.
 - d. Ad-hoc meetings or work groups may be created as necessary by the Operations Committee members.
- Agenda, Minutes, Reports
 - a. The Operations Committee chair(s) shall be responsible for:
 - Establishing the agendas for meetings.
 - Distributing an agenda, together with relevant materials, to committee members at least 3 days in advance of the meeting.

- Minutes for all meetings shall be drafted by the designee, reviewed by the committee chair(s), and approved by committee members at the following meeting.
 - b. Agendas and meeting minutes shall be uploaded to the NBDPN Box site and available for review by the Board of Directors.
- Review of Charter:
 - a. This Charter shall be reviewed and assessed by the Operations Committee at least annually and any proposed changes shall be submitted to the Board for approval.

Revision history:

2/18/2021	Reviewed by Board
2/18/2021	Submitted to OC for Review
6/9/2021	Accepted as final with all edits