**BFHI Committee New Member Job Description**

***Are you interested in playing a voluntary leadership role that will have an impact across
the whole community and babies and their parents in particular?***

***The National Committee of the Baby Friendly Health Initiative in Ireland is looking to co-opt two new members and is interested in hearing from prospective candidates.***

**What do I do if this sounds interesting?**

Read this Information Sheet. If this opportunity sounds interesting to you fill in the Expression of Interest form and return it to contact@babyfriendly.ie Informal discussion can be arranged on request.

**About the BFHI**

The Baby Friendly Health Initiative in Ireland is active since 1998. It serves as the National Authority for the WHO/UNICEF Baby Friendly Initiative in Ireland. It is an unincorporated organization and a registered charity.

The main object for which the BFHI is established is to benefit the community by encouraging and supporting health-promoting practices towards ensuring a breastfeeding supportive health care environment which fosters life-long health for infants and their mothers.

Activity of the BFH aims to:

* Encourage and educate health facilities towards implementing best practices, including to develop and disseminate policies and guidelines and supporting education materials,
* Undertake the monitoring and assessment of practices when invited to by the health facility, in accordance with the guidelines of the World Health Organization and UNICEF,
* Network and collaborate with individuals and entities with related objectives nationally and internationally,
* Raise awareness of the importance of supportive health service environments in promoting and supporting breastfeeding, and awareness of the value of participation in the Baby Friendly Health Initiative,
* Plan, review and manage activities of the Baby Friendly Health Initiative so as to ensure effective functioning exclusively for charitable purposes.

**The** [web site](http://www.babyfriendly.ie/) **includes resources** for implementing, monitoring and sustaining quality care, BFHI Link newsletter, Parent Info sheets, research activity, achievements and links to related material. The organisation’s Constitution is also there.

The day to day work is carried out by the Coordinator as an independent contractor with variable work time so as to undertake the duties and responsibilities as outlined in the annual work plan.

**About the BFHI National Committee**

The National Committee of the BFHI in Ireland provides direction and governance. The Governance Code serves as guidance for policy and process. All members of BFHI National Committee serve in a voluntary capacity, and do not receive payment for their services (although travel and any other agreed expenses are reimbursed).

The Committee comprises of up to fourteen people who are co-opted based on needs of the organisation and with partner organisations also invited to provide a committee member.

The term of office is two years, which may be extended by agreement between the member and the National Committee, to a maximum of three consecutive terms (6 years).

One of the co-opted places on the board has become vacant as a result of a retirement. This current recruitment process seeks to identify a replacement committee member with senior management experience and to expand to include a committee member with PR/marketing expertise.

**Committee member responsibilities**

The following requirements for all Committee members:

* A commitment to the purpose and objectives of the Baby Friendly Health Initiative in Ireland and support for its ethos and values.
* Agreement to confidentiality, disclosure of potential conflicts of interest and/or loyalty, and agreement not to accept any funding from or association with entities that are not in compliance with the WHO Code of Marketing of Breast-milk Substitutes and its subsequent WHA resolutions for the duration of the term(s) as a BFHI Committee member.
* Participation in Committee activity: generally three meetings per year face to face and three phone/on-line meetings, plus between meeting activity and contact via email.
* Participation on a sub-committee [current standing sub-committees are: 1) Strategic Planning and Governance Committee, 2) Management and Finance Committee, 3) Education, Standards and Assessment Committee.]

A Committee member does not need to have knowledge of breastfeeding supportive practices, or specific quality standards of the Initiative as other committee members come from this background. Induction will be provided.

**Time commitment** is approximately one hour per week to read and respond to email discussions, three hours every second month to prepare and participate in a committee meeting on-line or face to face. Face to face meetings are usually held in Dublin city centre on a week-day morning.

**What you might gain.** Sharing your skills and expertise to contribute to a future for the country and the world where today’s babies receive care in an environment that assists in their short and long term health and wellbeing and that of their mothers; making new contacts and working with enthusiastic and motivated people.

**Criteria for this Recruitment Process**

In consideration of the profile of the current committee members, the following skill-sets and experiences have been prioritised by the committee:

**a person with strong management skills and experience of change management**

**a person with public relations, communications and/or marketing skills**

In making its decision, the committee will look for evidence of an existing interest, or preparedness to develop one, for the aims of the organisation; an ability to contribute to the cohesion of the committee; and evidence of leadership in the candidate’s field of work.

**Timeline**

All expressions of interest should be notified to the Coordinator and the short ‘Expressions of Interest’ one-page document completed by ***April 29th 2017*** and returned to contact@babyfriendly.ie

All interest forms will be reviewed by the Committee at its meeting in May. The output of that review will be a short list of potential candidates. Short-listed candidates will be asked to attend a meeting with the Chair and one other Committee member.

The new co-opted committee member will receive an induction at an agreed time and place prior to attending their first committee meeting.

**Expression of Interest Form**

**for consideration for potential role on the
National Committee of the Baby Friendly Health Initiative in Ireland**

Return to contact@babyfriendly.ie

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| Name of Nominee: |
| Occupation / Current professional role:  |
| Address:  |
| Tel No.:  |
| Email: |
| Current Directorships/Board memberships: |
| Previous Directorships/Board memberships: |
| Previous professional roles: |
| Any professional qualifications: |
| Involvement with non-profit organisations (if additional to points already made) |
| Reason for interest in this opportunity: |