

## Template for a FIMR “Team Charter”

The Carroll County Fetal and Infant Mortality Review team includes dynamic community leaders such as public and private non-profit agency heads, business owners, public health professionals, health care providers, community members and others interested in and able to take the lead to actively implement community specific, culturally competent actions that will lead to healthier mothers and babies.

### ***As the sponsor agency, the Carroll County Health Department will be responsible for:***

- The Carroll County Health Department will apply for and administer a grant from the Center for Maternal and Child Health of the Maryland Department of Health and Mental Hygiene. The Health Department will maintain minimal staff to operate the FIMR program, including the FIMR Coordinator/abstractor, a maternal interviewer, and a Community Action Team meeting facilitator.
- Meetings will start and end on time and will be held quarterly on the first Friday of the month unless otherwise designated by the FIMR coordinator.
- All meetings will be held at the Carroll County Health Department, 290 South Center Street, Westminster, MD 21157 from 12:00 to 2:00 with a light lunch provided.
- Meetings will be facilitated to ensure that all members are listened to respectfully, every member has the opportunity to speak, and one person speaks at a time
- Nominal group process will be used to resolve difficult and to make difficult decisions
- The Carroll County Health Department will generate an annual FIMR report that will be disseminated to community and state level leaders

### ***As a voluntary member of the Carroll County FIMR Case Review Team (or Community Action Team) I will be responsible for:***

- All FIMR team members will strive to serve in a capacity which meets the Mission of the FIMR program, with strict attention to professionalism and respect in working with other team members and community groups to implement change.
- All FIMR team members will agree to serve a 2-year term with the option of extension of that term of office.
- Each team member must pledge to work actively to implement annual changes in service systems and resources for women, infants and families.
- As an effective team member, I will
  - Listen respectfully
  - Be tough on ideas, not team members (no personal attacks)
  - Not tolerate the use of stereotypes or prejudicial comments
- Refrain from discussing or sharing information about the case, the case summary and the proceedings of the CRT outside of the CRT meeting

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_