

# Advisory Board Description of Purpose & Function

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**Purpose:** In accordance with Public Act (or agency rules) to support the name of your program by providing guidance, expertise, and consultation in analyzing and understanding the causes, trends, and system responses to child fatalities, and to make recommendations in law, policy and practice to prevent child deaths in jurisdiction.

**Function:** The committee will meet to:

- Advise the governor, legislature, state agencies and the public on changes in law, policy and practice to prevent deaths to children and improve the overall health and safety of jurisdiction's children.
- Recommend systems improvements in policy and practice for state and local agencies in order to improve their effectiveness in identifying, investigating, responding to and preventing child fatalities.
- Provide support and expert consultation to local child death review teams.
- Recommend improvements in protocols and procedures for the (name of your program).
- Review jurisdiction's child mortality data and local child death review team reports to identify causes, risk factors and trends in child fatalities.
- Provide an annual report on child fatalities, to include mortality data, State Advisory Board recommendations and an overview of the (name of your program).

**Administration and Support to the Team:** The \_\_\_\_\_ Agency will have administrative responsibility for the team. A chair(s) will be designated by the Director of \_\_\_\_\_ to provide leadership for the team. This person(s) will have broad state-level experience in child health, safety and protection and demonstrated leadership abilities. The \_\_\_\_\_ will provide staff support and manage the operations of the program.

**Meeting Schedule:** The committee will meet quarterly.

**Composition of the Committee:** The Director of the Agency will appoint representatives from: (List agencies).

Additional members could include persons from: (List agencies).