



# Friends of NCBDDD

In Support of the National Center on Birth Defects and Developmental Disabilities

## **Executive Committee Nomination Form**

We are accepting nominations for the Friends of NCBDDD Executive Committee to serve from January 1, 2016 to December 31, 2017.

The objectives of the Friends of NCBDDD are to:

- Serve as a conduit between participant organizations and CDC's National Center on Birth Defects and Developmental Disabilities (NCBDDD)
- Educate providers, practitioners, policymakers, and the public about the mission and activities of NCBDDD
- Disseminate NCBDDD program information
- Identify opportunities for new partnerships and liaisons
- Provide leadership in program development, research, public outreach, and identifying emerging issues

### **ELECTED OFFICERS AND DUTIES**

Term: January 1, 2016 to December 31, 2017.

The Friends of NCBDDD Executive Committee seeks nominations for the Communications Chair, Secretary, and three Member at Large positions. Duties include, but not limited, to:

#### **Communications Chair**

- Coordinate the development of standing communications committee for the Friends of NCBDDD
- Assist with communications activities of the Friends of NCBDDD
- Assist the Champions with communications via the Friends of NCBDDD Listserv and Website including collaborating with the Secretary on the distribution of meeting minutes
- Provide visibility to activities and events organized by the Friends of NCBDDD.
- Communicates and seeks input from the greater Friends membership
- Represents the Friends

#### **Secretary**

- Records the meeting minutes of the Executive Committee (EC)
- Assist the Champions with communications via the Friends of NCBDDD Listserv and Website including collaborating with the Executive Committee (EC) on the distribution of meeting minutes
- Communicates with NCBDDD leadership
- Represents the Friends

#### **Member at Large (3)**

- Obtains and disseminates information to members on activities and policy directions of NCBDDD
- Identifies unmet needs and future opportunities to implement the various objectives and programs of NCBDDD
- Facilitates new external collaborations to help implement the mission of NCBDDD

- Hosts informational briefings for news media or health care professionals regarding the mission and activities of NCBDDD
- Develops and disseminates educational materials to health care professionals, agencies, and the public
- Communicates and seeks input from the greater Friends membership
- Represents the Friends

**NOMINATION INFORMATION AND INSTRUCTIONS:**

**Eligibility:** Individual and nominee must be Friends of NCBDDD members to participate in the nominations process. Please provide your name so that your membership may be verified. Nominations will be kept anonymous.

**Submission:** Nominations may be submitted via email: Adriane Griffen, [agriffen@aucd.org](mailto:agriffen@aucd.org).

**Deadline:** Submissions will be accepted from Monday, October 12 to Monday, October 26, 2015.

**Next Steps:** Voting instructions will be shared in late October. Elections are expected to be held from Wednesday, October 28-Tuesday, November 10, 2015. The results will be announced in November.

Please submit nominations for the positions listed above. Include person’s name, organization, and contact information.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Print your name and organization:** \_\_\_\_\_

The Nomination Committee (Roberta Carlin, Past-Chair; Adriane Griffen, Chair; Kendall Leser, Member Co-Chair; Angela Blackwell, Member-at-Large; and Pat Johnson, Secretary) will review the nominations and contact nominees to confirm their interest in the position.

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