

POLICIES & PROCEDURES MANUAL

Update November 5, 2018; Approved by NMBTF Board December 6, 2018

Chapter Guidelines

Owner: Deputy Director

Approved by Executive Director September 20, 2018

Purpose: To support the engagement of NMBTF members through local Chapters and to align the goals, processes, and procedures of local Chapters toward NMBTF's mission.

Member Benefits

NMBTF holds quarterly meetings for all members and coordinates an annual lactation professional conference bringing people from all over the country, and the world, together to increase the sharing of skills, information, and resources.

Benefits include:

- NMBTF educational and promotional materials
- IBCLC exam reimbursement opportunities
- Regional and statewide networking
- Member rates at NMBTF sponsored events
- Free childcare at NMBTF Quarterly Meetings
- Travel reimbursement opportunities, based on need and availability, to attend NMBTF Quarterly Meetings
- Access to lactation information, professionals, and resources
- Technical assistance and tool kits
- Regular updates regarding evidenced-based breastfeeding practices, advocacy efforts, resources, and upcoming events
- Leadership, voice, and vote in determining the future direction and focus of NMBTF

There are several membership options, with information available at www.breastfeedingnm.org. Membership fees may be paid online or in person during the annual conference. All Members must adhere to the NMBTF Code of Conduct.

Chapter Engagement

NMBTF Chapters, named after their region or county, include breastfeeding moms (past and present), breastfeeding advocates, breastfeeding professionals, and families that support breastfeeding. Chapters are diverse, community-oriented, local cohorts of people who come together under NMBTF.

Chapter participation comprises individual NMBTF members and participating representatives of organizations with NMBTF membership. All Chapter members are strongly encouraged to be NMBTF members.

Chapters work within their communities to normalize breastfeeding by improving breastfeeding policies, increasing support resources, bringing stakeholders together, and providing safe and supportive environments for breastfeeding moms and families.

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At all times, Chapter members will adhere to the NMBTF Code of Conduct (in the NMBTF Policies & Procedures Manual).

Forming a Chapter

Chapters are not separate entities or separate regional task forces, but part of NMBTF. NMBTF Chapters are not eligible for 501c3 status and are subject to NMBTF bylaws and policies. Forming a local NMBTF Chapter requires the steps and commitments outlined below.

Chapters may be formed to help:

- Assess breastfeeding rates in the local community and identify areas that could use support
- Collaborate with local stakeholders for well-organized breastfeeding support resources and effective client referrals
- Bring about more effective and efficient delivery of programs and services while forging new partnerships
- Pool resources of local organizations and individuals, in reduce duplication of efforts
- Increase communication among local groups, breaking down silos and stereotypes
- Plan and launch community-wide breastfeeding related initiatives
- Normalize breastfeeding as a visible voice for change

To establish a NMBTF Chapter:

1. Become a NMBTF member
2. Become familiar with the Chapter Guidelines
3. Complete a NMBTF Chapter application by contacting the Deputy or Executive Director
4. Select a chairperson
5. Select a co-chairperson (optional, but recommended)
6. Select a treasurer (following the rules below)
7. Contact the Deputy Director to understand Chapter funding opportunities and requirements
8. Choose a Chapter name

In an effort to represent each region thoughtfully and to maintain consistency across Chapters, each Chapter will be named “The (county or region) Chapter of the New Mexico Breastfeeding Task Force.”

When you submit your chapter application, provide two preferred name choices for your Chapter, within the above parameters. Upon receipt of your application, we will confirm your Chapter’s name. All official documents will be listed under your Chapter’s name.

Guidelines for WIC Breastfeeding Peer Counselors

- Breastfeeding Peer Counselors (BPCs) are DOH contractors through WIC. BPCs are not NMBTF contractors or employees. As a result, BPCs, as DOH contractors, may serve as officers for Chapters.
- BPCs can join NMBTF at a discounted rate.
- All Chapter participants are strongly encouraged to become NMBTF members.
- All Chapter Officers (Chair, Co-chair & Treasurer) are required to be NMBTF members.

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- BPC time spent with Chapter work is volunteer time, the same as all Chapter members, and cannot be billed.

Chapter Funding

All Chapters in good standing can apply for and receive NMBTF funding to fulfill action and event plans and World Breastfeeding Week activities. Chapter members who apply for funds from NMBTF or conduct local fundraising activities for their Chapter must be current NMBTF members, regularly attend Chapter meetings and activities, and cannot be WIC BPCs. Local Chapters will not typically have separate accounts from NMBTF.

To avoid overlap in fundraising requests and related confusion with potential funders, Chapters should normally limit their local grant requests to \$500 or less. If a Chapter has the opportunity to apply for a grant that is \$500 or more, the Chapter Chair must contact the appropriate Outreach Specialist or the Deputy Director at least 30 days prior to the grant deadline or as soon as possible.

All Chapters must adhere to NMBTF's Donation Solicitation, Gift Acceptance, and Vendor Review Policies and Procedures.

A fundraising toolkit is available for Chapters and includes templates to request cash or in-kind donations, thank you letters, tracking spreadsheets, financial documentation, etc.

NMBTF requires 10% of all grants for central operating costs (accounting, bank and other fees, management and oversight, office, promotions/marketing, sustainability, etc.). Please ensure that funding pursued by your chapter is sought in alignment with Chapter Action Plans that allocate funding amounts for specific activities.

Reporting

1. Funding

Chapters are not independent 501c3s, but part of NMBTF which carries the legal burden in case of mismanagement. Therefore, reporting is required both to NMBTF on the Action Plans (to receive funds) and to the funder(s) on all grants.

2. In-Kind Gifts

Chapters should follow NMBTF Donation Solicitation Policy and Procedures and track all in-kind donations with estimated value, including donated meeting space, copies, supplies, etc.

3. Activities and Engagement

All reports described below must be submitted to the Deputy Director at contact@breastfeedingnm.org.

- a. *Annual Reports*: Financial reports will be completed by each Chapter annually. Each Chapter's Chair is responsible for completing this report and s/he may designate anyone in the Chapter to assist in the process. All reporting instructions and forms are available on the NMBTF website and are due by email no later than October 1st. Annual report narratives may be featured at a Quarterly Membership Meeting.

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- b. *Quarterly Reports:* Each Chapter must submit a report by email the first Friday of March, June, September, and December. The report must include the Chapter's meeting dates and agendas, attendance and member status, Chapter successes, challenges, and any lessons learned in that quarter, and support needed. Chapters with funded action plans must also include action plan updates and current related budgets.

Chapter Meetings and Membership

Chapter meetings gather like-minded people in your community to work on the common goal of normalizing and increasing breastfeeding rates and success throughout New Mexico.

Anyone can join a local NMBTF Chapter by becoming a NMBTF member and participating in local Chapter initiatives; however, NMBTF contractors and staff may not hold officer positions in Chapters. All Chapter members are expected to adhere to NMBTF Policies and Procedures, including the Code of Conduct, to support the mission of the NMBTF.

Chapters are advised to keep a regular meeting schedule, to plan and communicate meaningful and engaging agendas. The size of membership and time needed to plan current projects will determine how frequently meetings need to be hosted. Most chapters meet once a month.

Chapter membership should be diverse in all demographics, including a mix of professionals and lay people. Consider inviting local community members such as

- Breastfeeding moms and families
- Local mother's groups
- Expecting moms and families
- Local advocates
- CHWs, IBCLCs, RNs, Midwives, Pediatricians & OB/GYN Providers
- County Health Office Staff (WIC Nutritionists and Public Health Nurses)
- La Leche League Leaders
- Home visiting professionals
- Local business people with interest in health or children

There are many places that may allow local Chapters to meeting space for free. Some places to consider include: a conference room in a health office, hospitals, birthing centers, libraries, community centers, schools, coffee shops, and homes.

Chapters should promote local community resources at meetings. Chapters can also increase participation and visibility, thereby normalizing breastfeeding, by participating in events sponsored by the local chamber of commerce, local parks and rec department, community centers, schools and daycares, newspapers, local La Leche League groups, church groups, and other local organizations.

Maintaining Chapter Status

NMBTF Chapters in good standing will:

- Adopt the NMBTF mission statement

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- Manage their Chapter in accordance with NMBTF Policies and Procedures
- Align Chapter communications and public relations efforts with the Communications and Social Media Policies and Procedures, in collaboration with NMBTF staff
- Submit reports as outlined in the Chapter Guidelines
- Have an active chair and treasurer
- Convene a minimum of 6 Chapter meetings per year
- Participate in virtual collaborative meetings with NMBTF and other Chapters

NMBTF Chapters will be rendered inactive for failure to report in the time and manner described above, mismanagement of funds, non-compliance with the NMBTF mission and goals, and/or prolonged vacancies of Chapter officer positions. Effective June 30, 2017, Chapters that are unable to maintain good standing will have their bank accounts closed within 90 days' notice of non-compliance. Chapters that began after June 30, 2017 will not have bank accounts; all funding will be managed by NMBTF.