

Colorado Substance Exposed Newborns Steering Committee Family Advisory Board: Member Roles and Responsibilities

Purpose of Position: To serve in an advisory role to the Substance Exposed Newborns (SEN) Steering Committee in order to elevate family voices in relation to substance use and pregnancy.

Term of Service: January 2022 – December 2022

Overarching Responsibilities

- Encourage greater understanding of the lived experience of individuals and families impacted by perinatal substance use.
- Actively participate in establishing strong partnerships with Steering Committee members.
- Discuss and evaluate practices, programs and services and provide recommendations that respond to the unique needs of families.
- Channel needs, concerns and recommendations to the SEN Steering Committee for consideration.
- Give input based on your own experience, while recognizing that other members' experiences may be different from your own.
- Collaboratively work on projects identified by the FAB, including story-sharing planning and implementation.
- Adapt to the current context of COVID-19.

Roles & Responsibilities: Meetings

- Participate in four quarterly FAB meetings per year.
- Participate in two joint FAB/Steering Committee meetings per year.
- Adhere to established group norms, including:
 - Confidentiality
 - No judgment
 - Be open-minded
 - Take turns (no interrupting; move-up, move-back)
 - Participate (can look a lot of different ways, including via the Zoom chat)
 - Practice self-care
 - Show up authentically, with a willingness to to check-in with one another

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Roles & Responsibilities: In-Between Meetings

FAB members will occasionally be asked to participate in additional tasks, projects, and/or meetings outside of the regularly scheduled quarterly FAB meetings. Tasks, projects and/or meetings may include:

- **Communication:** Keeping up to date with emails and any needed responses with other FAB members and with the Illuminate Colorado team.
- **Review of documents:** Including but not limited to current or proposed project descriptions from the SEN Steering Committee and Work Groups, FAB internal documents, and meeting notes and agendas.

The below participation opportunities are optional, based on member capacity and interest. Stipends may be available for these additional activities, based on Illuminate Colorado's budget:

- **Meetings: SEN Work Group meetings,** SEN Steering Committee meetings (outside of the twice yearly joint meeting), and additional project and stakeholder meetings.
- **Story-Sharing:** Including but not limited to providing legislative testimony, speaking at events, contributing to blogs or other written media.

Time Commitment and Compensation*: Approximately 4 hours quarterly, including each quarterly FAB meeting and any interim responsibilities. \$100 will be provided to each member per FAB meeting, which is designed to encompass the 2-hour meeting time itself, and up to 2 hours of additional contributions outside of FAB meetings. Compensation may be available for additional opportunities as well, but is not guaranteed.

*By Law, Illuminate Colorado is required to issue a Form 1099-NEC (Nonemployee Compensation) reporting form to any independent worker or unincorporated business who we pay \$600 or more. If you are paid \$600 or more in a calendar year, you will be issued a Form 1099-NEC. For tax questions and the impact on your taxes, please consult your tax accountant.

By signing below, _____ (print name) agrees to fulfill the responsibilities outlined above.

Signature: _____

Date: _____