



Membership and Terms of Reference

Structure

Steering Group

The Steering Group is made of up to 15 people: 12 representatives of organisational members, and three supporters (e.g. academics and local professionals).

Elections to the group happen every three years. Members can stand for more than one term. The first Steering Group will be elected in June 2020 after organisations have signed up to the Movement.

This group is elected by the membership to assist in prioritising and planning the Movement's key activities, such as campaigns and events.

The Steering Group work with the Secretariat to develop and agree on annual plans for the Movement, in consultation with the wider membership.

The Steering Group ensure that the Movement is progressing the goals set out in the Consensus Statement. Each year it is likely that the group will choose to focus attention and resource on particular issues to achieve maximum traction.

The Steering Group ensure the Movement is seizing opportunities and representing the views of its members effectively.

The Steering Group contribute to proactive and reactive policy positions and sign-off key statements.

If there is disagreement within the Steering Group, decisions are voted on and passed by a simple majority of the group.

The Steering Group has quarterly face-to-face meetings. Other work is progressed virtually.

The Steering Group must consider how to ensure that the views and experiences of babies and their families are fully represented and fed into their work.



Subgroups

Task-and-finish groups may be established to take forward specific and short-term projects.

Local subgroups may be established to take forward work at a local or regional level or in the devolved nations of the UK.

The scope and terms of reference of subgroups should be agreed by the Steering Group when such groups are established.

Organisational Members

Organisations who sign up to the consensus statement and support the work of the Movement are organisational members. They benefit from receiving up-to-date information, analysis and messaging, and invitations to events. Members can be national or local organisations (although we may need to distinguish between national and local organisations in some of our communications, e.g. in which logos are shown on printed materials).

Individual Supporters

Professionals who work for organisations that do not, or cannot, themselves sign up to the Movement can be individual supporters. They also benefit from receiving up to date information, analysis and messaging, and invitations to events.

Secretariat

The Secretariat will:

- Work with the Steering Group to set annual work plans for the Movement and report to members on progress.
- Coordinate policy development, communications and influencing activity.
- Identify any relevant consultations, and draft responses to be signed off by the Steering Group.
- Draft documents, reports and other materials in partnership with the Steering Group.
- Identify if there are issues or opportunities where it would be beneficial for the Movement to comment or act.
- Provide regular communications to members (and share updates between members). This will happen primarily through emails.
- Provide a link with the Conception to Age 2 All Party Parliamentary Group (APPG).
- Organise and chair meetings for the Steering Group and wider Movement.
- Hold funds on behalf of the Movement.

The Parent-Infant Foundation currently provides the Secretariat for the Movement and drives forward work on the Movement's annual plan. The Foundation will provide this function for the first three years of the Movement's work (until 2023). At that point, the Foundation will discuss future options with members.

Terms of Reference

- The members and supporters are all committed to the Movement's vision and mission and support its values.
- All members and supporters sign up to the consensus statement and agree to share and promote its key messages.
- Members and supporters' work should be in line with the vision and mission.
- Organisations must operate within the UK.
- Members and supporters should be free from conflicts of interest. A conflict of interest is any situation where an individual or organisation engages in an activity, or derives a benefit from an activity, which is clearly at odds with the interests/purpose of the Movement.
- Organisations cannot use their membership of the Movement or the Movement's logo to imply the Movement's endorsement for specific activities or products without explicit agreement from the Steering Group.
- Members are not required, at present, to make a financial contribution to the Movement but should provide in-kind support for the Movement's work where possible. This might include the use of rooms and/or equipment, support with the design and printing of materials etc.
- In future, the Movement may seek additional funding for its work. Members will be asked to support funding applications developed for specific opportunities or projects.

By becoming a member of the Movement, organisations agree to:

- Share and reinforce the messages in the consensus statement.
- Amplify and support the Movement's communications and campaigning activity. Use their communication and media channels to increase the Movement's reach and impact.
- Use their own campaigning and communications activity to help to achieve the Movement's mission and to promote our policy goals.
- Share information about relevant work with the Secretariat and Steering Group (who can then alert other members as appropriate).
- Share intelligence and opportunities for the Movement to achieve its vision (including influencing and funding opportunities).
- Feed in views, ideas, intelligence and information when requested to support the Movement's work.
- Help us to ensure babies' and families' voices are heard, for example through feeding in families' views and helping to source case studies.
- Actively engage in and support events and activities led by the Movement.
- Use their contacts to help the Movement to establish useful relationships with key decision makers and influencers.
- Hold the Steering Group to account.