



CDC's National Center on Birth Defects and
Developmental Disabilities (NCBDDD)



External Partners

UPDATE

Birth Defects & Developmental Disabilities Hereditary Blood Disorders Human Development and Disability

August 2003

Topics in this Issue:

Soliciting Nominations for the
NCBDDD External Partners Group
Steering Committee
(Pages 2-3)

*The External Partners Group is currently
seeking out qualified, committed individuals
to serve on the 2004-05 NCBDDD External
Partners Group Executive Committee*

*Organizations interested in nominating
candidates need to submit their nominations
by September 7, 2003.*

External Partners Group solicits Members
to join key Committees (Page 2-3)

Next External Partners Group meeting
scheduled for Sept. 25 in Washington DC
Register Today!!!! (Page 4)

SAVE THE DATE!!!!

The External Partners Group
of the NCBDDD will hold its
next meeting on
Thursday, September 25
in Washington DC.

To register, see page 4.

What is the External Partners Group of the NCBDDD?

The External Partners Group is a coalition of government and private sector participants who work together to enhance the mission and activities of the National Center on Birth Defects and Developmental Disabilities (NCBDDD) in promoting child development; preventing birth defects and developmental disorders/disabilities; and enhancing the quality of life and preventing secondary conditions among people who are living with mental or physical disabilities, or a combination thereof.

**Does your organization have upcoming activities that the External
Partners Group can be involved in or co-sponsor?
Is your organization currently collaborating with other external partners
on projects, events, or initiatives relevant to the NCBDDD?**

**We want to share your stories...please email us your news and ideas at
sdlowe@bakerd.com.**

Birth Defects & Developmental Disabilities

Hereditary Blood Disorders

Human Development and Disability

NOMINATIONS FOR NCBDDD EXTERNAL PARTNERS GROUP EXECUTIVE COMMITTEE DUE BY SEPTEMBER 7

The Executive Committee of the NCBDDD External Partners Group will include five officers (One Chair, Two Vice Chairs, an Internal/Agency Liaison and an External Liaison), and the chair of any Committee established under this structure.

Each member of the Executive Committee will be expected to contribute their time without monetary reimbursement toward maintaining and ensuring the stability of the External Partners Group.

The External Committee will meet via teleconference at least six times per year.

For more information or to submit a nomination, please email Serena Lowe at sdlowe@bakerd.com.

The nomination form is enclosed on Page 3.

COMMITTEE ASSIGNMENT PREFERENCES DUE BY SEPTEMBER 7

All external partners are requested to participate in no fewer than two committees (1 Administrative and 1 Functional). With the exception of the Executive Committee, each Committee will be responsible for determining its own leadership. If your organization's representatives have not already signed up to participate in one of these Committees, please do so as soon as possible:

ADMINISTRATIVE COMMITTEES

Executive Committee

- Develop by-laws or operating guidelines
- Empowered to make final internal/admin decisions
- Set the strategic direction for the organization
- Create other committees or working groups as needed
- May have additional duties pending the final structure

Finance Committee

- Establish initial financial protocols for the organization
- Determine options for ensuring financial stability of the External Partners Group, working with the Nominations Membership Committee
- Ensure financial stability and viability of the organization
- Adherence to generally accepted accounting principles

Nominations & Membership Committee

- Establish membership benefits, application procedures, and other processes
- Recommend procedures for selection of the Executive Committee that will solicit nominations from the entire membership and result in balanced representation of members' interests
- Recruit new members to the External Partners Group

Communications Committee

- Assist staff with external and membership communications
- Provide visibility to activities and events organized by the External Partners Group

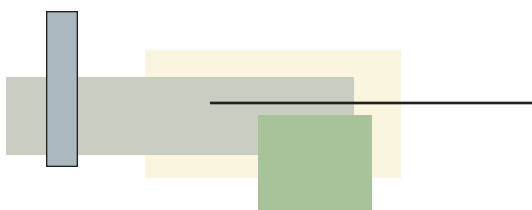
FUNCTIONAL COMMITTEES

Education/Advocacy Committee

- Work with CDC to plan, implement, and evaluate a national conference
- Coordinate additional events or forums to help implement various objectives and programs (and provide educational updates on various agency initiatives)
- Coordinate and implement a strategic plan for advocating for the priorities of the NCBDDD

Policy & Programs Committee

- Possible Subcommittees to include but not be limited to the following topical areas: Prevention, Research, Treatment, Surveillance
- All Subcommittees should be cross-sectional and include representation from a multitude of stakeholders with various/diverse interests





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EXECUTIVE COMMITTEE NOMINATION FORM NOMINATIONS DUE BY SEPTEMBER 7, 2003!!!!

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NAME OF NOMINEE: _____

TITLE: _____

ORGANIZATION: _____

POSITION(S) FOR WHICH THE CANDIDATE IS BEING NOMINATED
(Check all that apply):

Chairman _____

Vice Chair (2) _____

External Liaison _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

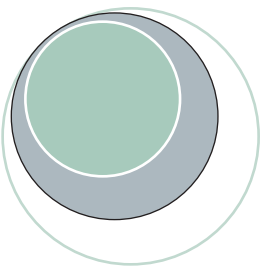
EMAIL: _____

NAME OF NOMINATING INDIVIDUAL/ORGANIZATION:

CONTACT INFO OF NOMINATOR:

Please state in 200 words or less the qualifications and experience of this candidate and why your organization believes this individual would be a strong leader for the NCBDDD External Partners Group.

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Fall Meeting of the External Partners Group Supporting the Efforts of the
CDC National Center on Birth Defects and Developmental Disabilities

Thursday, September 25, 2003 10:00 a.m.-3:00 p.m.
LOCATION: WASHINGTON, DC

REGISTRATION FORM

NAME: _____

POSITION: _____

ORGANIZATION: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

EMAIL: _____

ANY SPECIAL NEEDS? _____

If there are additional staff within your organization who cannot attend the conference but who you would like to be added to the NCBDDD External Partners Email ListServ, please submit their information below:

NAME: _____

POSITION: _____

PHONE: _____ FAX: _____

EMAIL: _____

NAME: _____

POSITION: _____

PHONE: _____ FAX: _____

EMAIL: _____

Participants are responsible for their own travel expenses. Additionally, there is a \$25 registration fee to help assist with the costs of the facility/equipment rental and lunch. Please plan to pay in cash or by check upon your arrival on 9/25/03.

Please e-mail or fax completed forms to Serena Lowe at sdlowe@bakerd.com or (202) 312-7441 or Barbara Kilbourne at bwk1@cdc.gov or (404) 498-3084