



Terms of Reference (TOR) for Co-chairs of the Child Health Task Force Subgroups

Two-three chairpersons lead each subgroup under the Child Health Task Force.

The co-chairs work together to

1. Create the vision for the subgroup drawing its mandate from the Task Force's [five-year strategic plan](#)
2. Recruit members, share the subgroup vision and keep them informed of progress, activities and plans
3. Lead the development of a subgroup TOR and workplan with members and informed by the Task Force objectives, themes and strategic plan
4. Consult with the other co-chair(s) of the subgroup regularly to plan activities with the members
5. Lead the subgroup to implement planned activities including meetings, webinars, consultations, etc. with coordination and logistics support from the Secretariat as needed.
6. Attend quarterly meetings with all subgroup co-chairs and the Secretariat to exchange best practices, share updates and strategic planning,
7. Liaise with action team leads for the Child Survival Action to ensure coordination of thematically related activities.
8. Attend check-in meetings (at least once a year) with the Secretariat to set subgroup priorities for the year.
9. Keep all Task Force members informed about the subgroup and ensure that the learning, tools and materials from the subgroup are accessible to all child health stakeholders at global and country levels who want to use them
10. Contribute to advancing the child health global agenda by informing stakeholders and policy makers on strategic issues related to their thematic area
11. Identify and report to the Steering Committee on progress, issues/gaps that the Task Force needs to address, in relation to the theme of the subgroup, to keep the Task Force and subgroup relevant to child health programming at the country and global levels
12. Serve as members of the "Expanded Steering Committee" of the Child Health Task Force (Note: based on need the core SC will invite subgroup co-chairs to participate in the SC meetings for strategic planning)

PS: Because this is a non-paid position, we encourage interested individuals to consult their organizations or supervisors and to get approval and recognition for playing this role.