

# Communities That Care Coalition

## Principles of Operation

The following document sets forth the principles of operation including the governing structure adopted by the members of the Communities That Care Coalition.

### 1. Purpose & Duties

The members of the Communities That Care Coalition agree to work collaboratively to enhance the Franklin County community's collective capacity to reduce alcohol, tobacco and other drug abuse and other risky behavior among Franklin County's youth. Specifically, Coalition members will work collaboratively to:

1. Assess and monitor the rates of risk-taking behavior among Franklin County youth
2. Prioritize key risk and protective factors that need to be addressed
3. Seek funding to enhance regional substance abuse prevention capacity
4. Monitor the implementation and outcomes of any grants received by an agency in the name of the Coalition. A reporting schedule will be included in each grant applied for in the Coalition's name.
5. Share knowledge, lessons learned, and best practices.
6. Facilitate collaborative programming and fund-raising.

### 2. Membership

Membership in the Communities That Care Coalition is open to anyone who lives and/or works in Franklin County.

### 3. Administration

- A. **Host Agency:** Community Action of the Franklin, Hampshire and North Quabbin Regions (*Community Action!*) and the Community Coalition for Teens (CCT) will share administrative duties for the CTC Coalition, which include:
- ❑ Maintaining mailing lists and email lists
  - ❑ Convening meetings (including food, space, agenda and notification)
  - ❑ Media Advocacy
  - ❑ Taking minutes at meetings, keeping records of the Coalition's actions, distributing copies of minutes and the agenda to each member, and assuring that the Coalition's records are maintained.

In the event it becomes necessary to hire staff or consultants to conduct the work of the Coalition, the host agencies will decide which agency shall act as the employing authority. The job description or contract created under this paragraph shall contain language that the employee or consultant shall report on his or her activities and progress to the co-chairs of the Coordinating Council.

#### B. Coordinating Council

The Coordinating Council will serve as the governing body for this Coalition. The Council is responsible for overall administration and management of this Coalition's activities. The Council shall have up to fifteen (15) voting members, two being Co-Chairpersons. Voting members of the Council shall have one (1) vote. Decisions will be made by consensus when possible. Agencies or groups represented on the Council may select alternates for Coordinating Council members to ensure consistent representation. Actions proposed by the Council may be submitted to the members of the full Coalition for review.

#### Role of the Coordinating Council

- Monitor and facilitate the CTC prevention and implementation planning process
- Act as clearinghouse for information
- Plan Coalition meetings
- Make major decisions regarding the process
- Pre-approve grant applications that are made in the name of the Coalition
- Oversee funding and programming that is applied for in the name of the Coalition
- Approve appropriate use of survey data

- Monitor continuum of prevention efforts in Franklin County and how effective efforts are in addressing Coalition goals and priorities
- Identify strategies and initiatives to seek funding which are in line with CTC Coalition's goals and priorities
- Conduct outreach and issue press releases

**Coordinating Council Composition:** The Council shall include one voting member each from: *Community Action!*, Community Action Youth Programs, Community Coalition for Teens, Dial/Self Teen Services and the Center for Healthy Communities. In order to reflect the diversity of this Coalition, the additional members of the Council will represent the community sectors set forth below. Coalition members shall select the members of the Coordinating Council for the coming term annually by June 30<sup>th</sup>. The Coordinating Council is empowered to make interim appointments to fill vacancies in the Council that arise between elections.

*Community Sectors:*

- Local Government
- Local business
- Schools
- Law Enforcement
- Faith
- Hospital
- Mental Health
- Parent Educators
- Afterschool Programs
- Early Care & Education
- Chairs of workgroups/sub-committees who are not already members of the Council may attend as non-voting members.

Multiple people from the same community sector can be Council members. However, only one Council member from each individual agency, school, institution, business or program may be a voting member.

**Terms:** Council members and Co-Chairs will serve two-year terms, and the council will be comprised of members with two staggered terms. No term limits are imposed. Two absences from Council Meetings without giving advance notice or sending an alternate will result in removal from the Coordinating Council.

**Duties & Responsibilities of the Co-Chairs:** Co-Chairs shall be chosen by the Coordinating Council members by August 31 every two years. The Chairpersons: (1) schedule regular and special meetings of the Council, including sending out meeting announcements and agendas, (2) preside at all meetings, (3) appoint and dissolve subcommittees, working groups, and leaders of same, (4) oversee or designate someone with specific expertise to oversee any grant applications made in the name of the Coalition and (5) serve as the official public spokespeople of the Committee. Co-Chairs must have their agency's approval to include at least five hours a week of CTC work in their work plans.

**Quorum:** Five (5) voting members of the Council shall constitute a quorum for the purposes of transacting business.

**Meeting Schedule:** The Council shall meet on a regular basis, and may schedule additional meetings as necessary.

**Committees:** The Council may create committees and working groups as needed. Members of the Coalition may form committees or work groups among themselves to consider matters of interest. Proposals or projects developed by committees or work groups established independently by members of the Coalition are subject to review and ratification by the Coordinating Council.

### **C. Coalition Meetings**

**Meetings:** The Communities That Care Coalition shall meet at least two times per year, at an agreed-upon place and time. Meetings may be scheduled more frequently as necessary.

**Quorum:** The Coalition may act by a simple majority of members present and voting.

**Voting:** Each member of the Coalition shall have one (1) vote. The member shall be responsible for briefing his/her respective agency or group about actions pending and taken by the Coalition. A member unable to be present for a vote may use written proxies.

**Notice:** Notice of each meeting shall be given to each member by email (if possible, otherwise on paper) not less than fourteen (14) days before the meeting.

#### **4. Amendments**

These principles may be amended by a two-thirds majority vote of the members of this Coalition. A proposal to amend the principles may be initiated by any member. The proposed amendment shall be submitted in writing to the Co-Chairs of the Coordinating Council at least 30 days prior to the next regularly scheduled Communities That Care Coalition meeting so that it may be distributed to all coalition members in advance of the next regularly scheduled meeting, at which time the proposed amendment will be considered. The Coordinating Council is empowered to make interim amendments to the Guiding Principles that last until the next Coalition meeting by the full consensus of a Coordinating Council quorum.