

made  
(February 2015)

## Governance Committee Recommendations

### Voting and Advisory Members

- We will create a public, DFC Council with Voting and Advisory Members
- Voting Members
  - 6-12 DFC Members will serve as Voting Members.
  - All required sectors should be represented in the Voting Council (some members may represent 2+ sectors).
  - Effort should be made, but not required, to ensure one Voting Member speaks for each of our five school communities.
  - From April to September 2015, Voting Members will be appointed on an Advisory Basis at recommendation of a staff-Advisory Council work team.
  - In September 2015, Advisory Members who have attended at least 3 meetings in past 12 months will elect the next Voting Members.
  - No discussion re: 'Removal from Voting Member Status' or 'Replacement in case of vacancy.'
- Advisory Members
  - Advisory Members may fully participate in Council discussions.
  - Advisory Members are considered Non-Voting Members.
  - Advisory Membership is achieved through meeting participation or other DFC service.

### Term

- DFC Members may serve as Voting Members for no more than 2 consecutive years, then must be replaced, but may continue to serve as Advisory Members.
- DFC Members may serve as Advisory Members for any length of time.

### Decision Making

- DFC Council makes decisions by a Majority Vote standard, but notes a preference and intention to invest time/energy to achieve consensus.
- DFC Council achieves a Voting Quorum if 30% of Voting Members are present (may need to be adapted based upon actual # of Voting Members at any one time.)
- Voting Members may vote via e-mail, but must demonstrate through dialogue with staff or Chair discussions that they understand what they are voting on.

### Council Leadership

- DFC Council will have a Chair, Co-Chair, and Youth Chair.
- Chairs will set Council agendas in dialogue with Staff.
- Chair may facilitate or designate facilitation of meetings.

## Decision Making & Responsibilities

Strategic	Organizational	Operational
<ul style="list-style-type: none"> <li>• Vision/Mission</li> <li>• Strategic Planning</li> <li>• Logic Models</li> <li>• Prioritization of strategies</li> <li>• Schedule / Timelines</li> <li>• Implementation of specific initiatives</li> <li>• Member recruiting</li> </ul> <p>Other:</p>	<ul style="list-style-type: none"> <li>• Staffing</li> <li>• Budget / Fiscal Mgt.</li> <li>• Office location</li> <li>• Board elections</li> <li>• Member recruiting</li> <li>• Leadership recruitment &amp; development</li> <li>• Coalition Structure</li> </ul> <p>Other:</p>	<ul style="list-style-type: none"> <li>• Meetings</li> <li>• Correspondence</li> <li>• Coordination among workgroups</li> <li>• Grant reporting</li> <li>• Logistics / Supplies</li> <li>• Website / social media</li> </ul> <p>Other:</p>

**Get Involved: Community Engagement** - People working collaboratively, through inspired action and learning, to create and realize bold visions for their common future.

Organizations, agencies, or individuals that support the mission of the Coalition are invited to become involved in Hartford Community Coalition (HCC).

**Mission:** Hartford Community Coalition is a collaborative group of community members designed to support and promote the wellness of individuals and families.

**We are working toward the following result:** Hartford is a supportive community where people can embrace and achieve their personal, professional, emotional, and physical well-being.

**Serving as a member of the Hartford Community Coalition will provide you with the opportunities to:**

- Broaden your knowledge
- Gain new experiences and skills
- Increase communication skills
- Network with other community members and professionals
- Be a part of positive community change

There are **four** levels of membership:

1. **Board Members:**

- Attend monthly meetings
- Plan, select, and work on Coalition activities
- Oversee funding and administrative duties

2. **Committee Members** — if you are interested in helping with our efforts, you may be interested in joining or leading one of our committees. Contact Angie

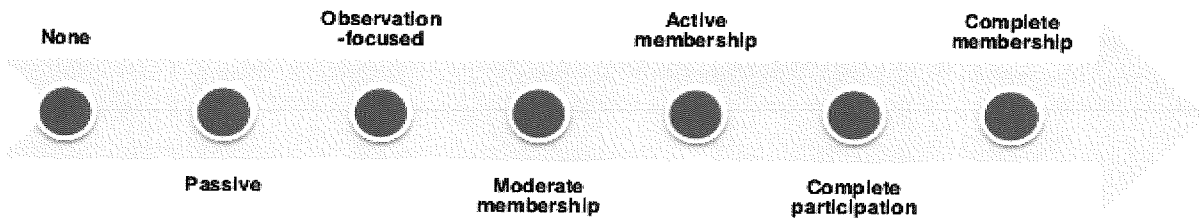
Leduc, [Angie.M.Leduc@hitchcock.org](mailto:Angie.M.Leduc@hitchcock.org) or 603-653-6863, for more information:

- Substance Use/Mental Health Committee – working to increase the number of youth and individuals who feel they matter to our community and to decrease the number of youth and adults who binge drink.
- Poverty Reduction Committee - working to reduce the number of residents living in poverty in Hartford.
- Food and Nutrition Committee – working toward feeding all Hartford youth and reducing food insecurity.
- Live, Work & Play in Hartford Committee – ensuring there are multiple opportunities offered in Hartford to attract individuals to stay, work and play in Hartford.

- Block Party Committee – works toward planning, growing, sustaining our annual block party event in June.
3. **Participating members** are active in the work of the HCC from time to time. This may include serving on a committee or taking on a task related to our work as interested or available.
  4. **Supporting members** receive regular updates and communications from the HCC. Supporting members may also participate in educational or action events sponsored by HCC, and/or be active in work related to our mission.

Keep in mind this chart as we define levels of participation:

# Continuum of participation



[Connaway & Powell, 2010, p. 218]

-different word?

Coalition Membership Application (will also be used as an evaluation tool for members once a year)

Name:

Blurb: what AT is

Contact Information (Address, Phone, Email):

Title / Role:

Organization Name / MOU?

Organization Contact Information (Address, Phone, Email, Website):

Skills/Resources/Connections:

Reasons for getting/staying involved in the coalition:

Current involvement with the coalition:

History of involvement with the coalition:

DRAFT

Involvement in other community-based organizations and efforts:

Other comments:

I \_\_\_\_\_{Print Name}\_\_\_\_\_ would like to become a member of ALL Together and promise to be an ambassador for ALL Together's mission of , *We are your neighbors and we all can help. ALL Together is a community resource for substance misuse prevention, treatment, recovery and advocacy.*

I would like to participate in the following way:

(Please check one)

- ALL Together (regional coalition) Board Member** (1-3 year position attend a minimum of 6 meetings per year) *flexible wording*
- Create and follow by-laws and policies
  - Formulate coalition Attend monthly meetings
  - Plan, select, and work on Coalition activities
  - Oversee the activities funding and paid staff
  - Recruit more members to the coalition
  - Create a plan to sustain the services
  - Develop an operational plan.
- ALL Together Work Group Member** (1-3 year position attend a minimum of 6 work group meetings and/or events)
- Attend monthly meetings
  - Plan, select, and work on Coalition activities that are topic specific
  - Liaison for work group to the board on a rotating basis with other members.
  - Recruit more members to the coalition
- Participating member** - active in the work of the ALL Together from time to time. This may include serving on a committee or taking on a task related to our work as interested or available.
- Supporting member** receive regular updates and communications from ALL Together. Supporting members may also participate in educational or action events sponsored by ALL Together and/or be active in work related to our mission.
- Sponsor*  *local coalition member*

Sign here: \_\_\_\_\_ Date: \_\_\_\_\_

*outreach positions?*

*open ended: \_\_\_\_\_*

"Membership opportunities"

Commitment level  
description

## SAMPLE - Coalition Member **Job** Description

Need this

### Coalition Member Job Description

Members of the **Coalition** will develop and implement plans to accomplish the mission of the **Coalition**. This team will identify, promote, and coordinate community-based programs that encourage healthy lifestyles for all County Residents.

#### Specific Responsibilities:

- Attend Coalition meetings.
- Serve as a member of a task force and/or action team
- Participate in the identification, selection, and promotion of innovative healthy lifestyle activities
- Help assess community needs and identify existing resources
- Develop plans of action to carry out the mission
- Strive to coordinate programs and resources to maximize impact
- Develop a mechanism for evaluating and monitoring the strategies

#### Time Commitment:

- One- to three-year position
- Eight to Twelve Coalition meetings per year (1 ½ to 2 hours per meeting)
- and task force/action team meetings as needed

#### Personal Qualities:

- Commitment to improving the health of Steele County residents
- Knowledge of the Steele County area and its people
- Broad perspective in identifying and planning programs
- Enthusiasm
- Resourcefulness

#### Serving as a member of the coalition will provide you with the opportunities to:

- Broaden your knowledge
- Gain new experiences and skills
- Increase communication skills
- Work with other community professionals

Source: [http://www.health.state.mn.us/divs/hpcd/chp/hpkit/pdf/build\\_samp1.PDF](http://www.health.state.mn.us/divs/hpcd/chp/hpkit/pdf/build_samp1.PDF)

## Coalition Job Description Worksheet

Name:

Committees/ Title:

Responsibilities/Duties:

Expectations of the coalition / myself:

Knowledge and Skills I bring to the coalition / need to obtain:

Resources needed to do the work / I can provide to the coalition:

Time commitment:



## **SAMPLE – Sector Representative Job Description**

### **Sector Representative Job Description**

Sector Representatives play a significant leadership role within the Coalition. Sector Representatives will promote their Sector perspectives in efforts to develop and implement strategies to accomplish the vision and mission of the **Coalition**.

#### **Specific Responsibilities:**

- Represent their Sector at Coalition meetings
- Serve as a Sector Representative on appropriate work groups
- Meet with and engage Sector Leaders throughout the community
- Participate as a Sector Representative of the Coalition (or identify others) at community events
- Provide training and outreach to other members of the Sector in the community
- Assist in Coalition efforts to develop communication tools targeting the Sector
- Identify and recruit others from the Sector to participate in Coalition planning and implementation efforts
- Participate in the identification and selection of a replacement Sector Representative

#### **Time Commitment:**

- One- to three-year position
- Eight to Twelve Coalition meetings per year (1 ½ to 2 hours per meeting)
- and task force/action team meetings as needed

#### **Personal Qualities:**

- Commitment to improving the health of Steele County residents
- Knowledge of the County area and its people
- Broad perspective in identifying and planning programs
- Enthusiasm
- Resourcefulness

#### **Serving as a member of the coalition will provide you with the opportunities to:**

- Broaden your knowledge
- Become a leader within your Sector
- Gain new experiences and skills
- Increase communication skills
- Work with other community professionals

## Sample Job Descriptions

### Coalition Chair (Volunteer)

The Chair of the Steering Committee of the Coalition is a member of the Steering Committee that is selected by the consensus of the Coalition Steering Committee during a scheduled meeting. The term of service of the Steering Committee Chairperson is for one year.

#### **General Duties:**

- Develops and approves Coalition and steering committee agendas
- Directs periodic reviews and updating of the Strategic Plan
- Presides over steering committee meetings
- Participates in the recruitment of new Coalition and steering committee members
- Develops and maintains positive community relations with Coalition members, community prevention and treatment services providers, member communities, the Governor's Office and other local, state and federal agencies
- Represents the Coalition before the media
- Coordinates Coalition support for local, state, or federal grants

### Coalition Vice Chair (Volunteer)

The Vice Chair of the Steering Committee of the Coalition is a member of the Steering Committee that is selected by the consensus of the Coalition Steering Committee during a scheduled meeting. The term of service of the Steering Committee Vice Chair is for one year. It is intended that after one year of service that the Vice Chair will then serve for an additional year as the Chair of the Coalition Steering Committee.

#### **General Duties:**

- Presides over meetings of the Coalition and committee when the Chair is absent
- Participates in the recruitment of new Coalition and steering committee members
- Develops and maintains positive community relations with Coalition members, community prevention and treatment services providers, member communities, the Governor's Office and other local, state and federal agencies
- May represent the Coalition before the media

Source: Scottsdale Anti-Meth Coalition <http://www.scottsdaleaz.gov/Page6074.aspx>