

# Healthy Communities Alliance

## “The Alliance”

### Operating Procedures

Approved, Feb 15, 2023

#### **Article I – Name:**

The name of the organization shall be Healthy Communities Alliance.

#### **Article II – Mission and Vision:**

**Mission:** Increase awareness and education to enhance physical and mental well-being through community partnerships.

**Vision:** Create a healthy environment where our community can thrive and flourish.

#### **Article III – Officers**

Officers shall be Coalition Chair, Coalition Vice Chair and Committee Chairs.

**Chair:** Responsible for overall coalition leadership, work closely with Coalition Staff, Vice Chair and Committee Chairs to set coalition priorities, draft agendas for executive committee and full coalition meetings, lead executive committee and full coalition meetings.

**Vice Chair:** Assumes the role of Coalition Chair when needed, becomes coalition Chair after one year as Vice Chair. Work closely with Chair, Coalition staff and Committee Chairs to set coalition priorities, draft agendas for executive committee and full coalition meetings.

**Committee Chairs:** Responsible for recruiting committee members, leading, scheduling and holding committee meetings to set and achieve committee goals. Goals will be reviewed by the Executive Committee with input from the full coalition annually and evaluated as needed. Work closely with Coalition Chair, Vice Chair other Committee Chairs and Coalition Staff.

**Officer Terms of Service:** Committee Chair terms of service will be staggered to increase continuity. Initial recruitment will determine which committee chairs will serve for 1 year and which will serve 2 years. Coalition Chair 1 year, Vice Chair one year and the following year becomes the Coalition Chair.

**Officer Training Expectations:** Officers are expected to participate in at least one training annually. Opportunities for training include full coalition meeting programs as well as in person and web based training offered by coalition funders and other relevant resources related to community partnerships, physical and mental wellbeing among others.

#### **Article IV – Committees**

**Executive Committee:** Responsible for coalition business operations, strategy development, evaluation, sustainability and communications. The Committee is composed of the Chair, Vice-Chair and Committee Chairs (Prevention, Support and Recovery). Coalition staff attend Executive Committee meetings, but do not vote individually. Each recognized organization that has coalition staff as part of the Executive Committee has one vote. Recognized individuals also have one vote.

The Executive Committee develops priorities to achieve coalition goals. The Executive Committee is also responsible for the Communication of Coalition activities to the rest of the Coalition their respective agencies and the media.

**Prevention Committee:** Responsible for supporting and ensuring implementation and evaluation of current prevention strategies and selecting future strategies.

**Youth Sub-Committee:** Responsible for engaging youth in coalition leadership, development, implementation and evaluation of coalition work and prevention strategies. This committee is a subcommittee of Prevention and is not involved in the Executive Committee.

**Support Committee:** The committee works to increase treatment and intervention resources and to increase other help and support needed to enhance recovery.

**Recovery Committee:** Responsible for supporting and ensuring implementation of coalition recovery strategies. The Recovery Committee is also responsible for identifying and inviting people with lived experience and in recovery to attend regular monthly coalition meetings.

**Person with Lived Experience Sub-Committee:** This committee will work to support the Recovery Coordinator in identifying Recovery Capital resources and resource gaps within the counties and communities that we serve. This committee is a subcommittee of the Recovery Committee and is not involved in the Executive Committee.

**Ad-Hoc Committees:** On occasion time-limited committees may be formed by the Executive Committee to focus on a specific task. These committees may include members from one or more of the other Committees.

## **Article V – Coalition Staff**

Responsible for working closely with officers, committees, and members to provide professional support, training, information and guidance needed to help the officers, committees and members fulfill their responsibilities. Coalition staff attend Executive Committee meetings, but do not vote individually.

## **Article VI Members:**

Members shall consist of Officers and representatives of the following Washington and Randolph County community sectors.

People with lived experience regarding drug misuse and addiction  
Education

Law Enforcement  
Youth (individuals 18 years old or younger)  
Parents/Community Residents  
Business Community (local businesses, chamber of commerce)  
Media  
Youth service organization (YMCA, Scouts, and 4H)  
Religious or fraternal organization (Church and Faith based leaders etc.)  
Civic or volunteer organization (Rotary, Lions, etc.)  
Health care (hospitals, public health department, clinics, community mental health providers)  
State, local, or tribal government agency with expertise in the field of substance abuse  
Other (Not a match for those listed)

### **Article VII – Meetings:**

1. The Full Coalition shall meet quarterly.
2. The Executive Committee shall meet monthly with two of those meetings (April and October) being longer in person meetings focused on Strategy and Planning.
3. Notice of all full coalition meetings shall be sent to all members prior to meetings.
4. All Full Coalition meetings are open to the public.
5. The Executive Committee meetings are not open to the public; minutes are available at the Full Coalition meetings for anyone to review.

### **Article VIII- Decision Making:**

Coalition decisions shall be made by consensus when possible. When consensus is not possible decisions will be made by a majority vote of representatives of recognized organizations and recognized individuals. A quorum is required for such votes and will consist of a simple majority of the recognized organizations and individuals.

Recognized organizations must submit an organizational involvement agreement annually. Individuals who are not staff of recognized organizations may also vote if they submit an individual involvement agreement annually.

When decisions need to be made quickly, recognized organization representatives and recognized individuals will be e-mailed and expected to respond in 48 hours.

As the fiscal agent, ComWell is responsible for grant related business decisions and supervising staff. Input and advice from the coalition is welcome.

### **Article IX– Amendments:**

- A. The operating procedures may be amended if the amendment is submitted in writing at the previous regular full coalition meeting and consensus is obtained. If consensus is not possible, the amendment will be considered for determination at the next Executive Committee meeting.
- B. The amendment goes into effect immediately upon its adoption unless the motion to adopt specifies a time for its going into effect.

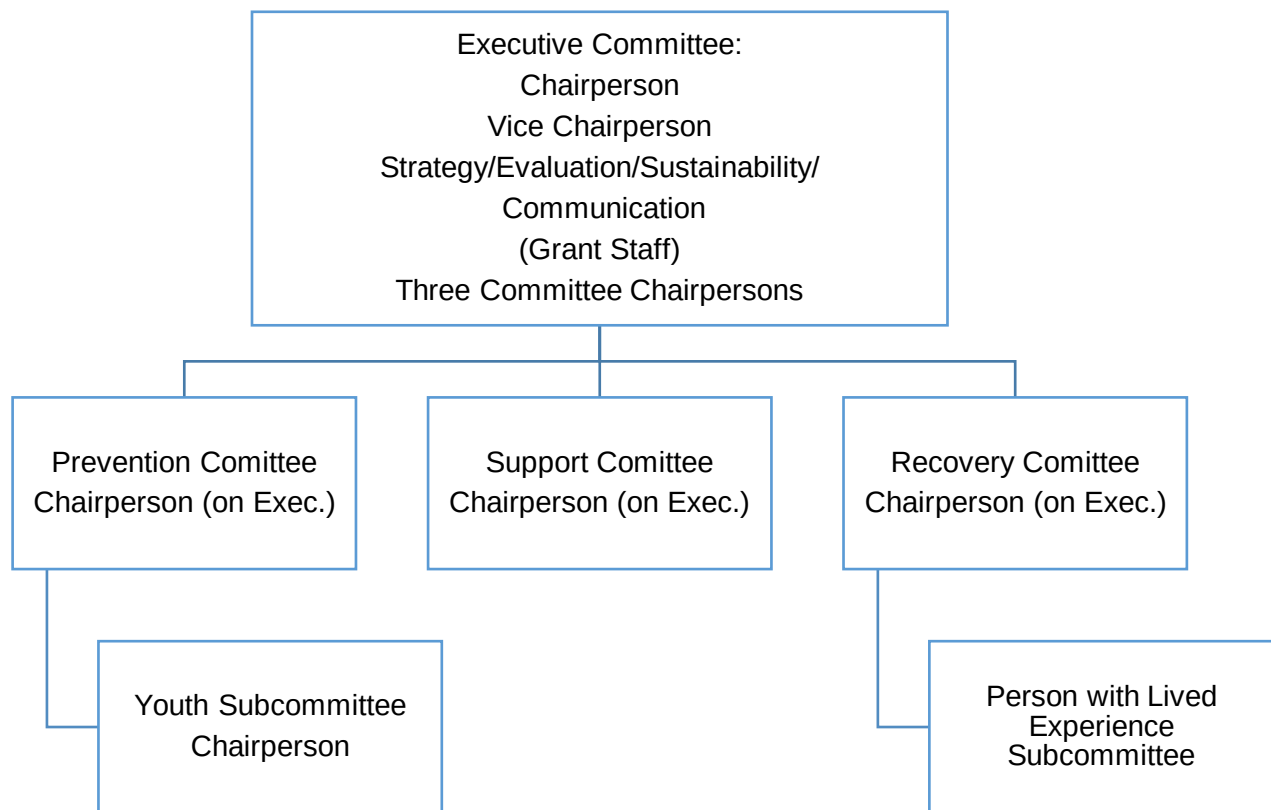
## **Article X – Conflict of Interest:**

- A. When there appears to be an actual or potential conflict between the interests (whether personal, financial or fiduciary) of an individual, that person shall disqualify themselves from personally and substantially participating and voting on any such issue.
- B. When a person is uncertain of whether or not an actual conflict or potential conflict of interest exists between their private interests and coalition duties, the person involved shall raise the question before the Executive Committee.
- C. Questions of conflict of interest may be brought up by other coalition members or the public. Such question of conflict shall be publicly raised at a full or executive coalition meeting before a decision is made on the matter, and the person in question shall be given the opportunity to explain their position. When necessary the coalition shall decide the issue by consensus with the person in question excluded from the process. If consensus is not possible decisions, will be made by a majority vote of representatives of recognized organizations and recognized individuals.

## **Coalition Structure**

**below**

## **Coalition Structure**



**Recognized Individual Coalition Involvement Agreement**

This agreement between the Healthy Communities Alliance and the Individual Community Sector Representative, \_\_\_\_\_ shall be from Date \_\_\_\_\_, 2023 until terminated by a mutual accord. This agreement will be re-evaluated by both parties on a yearly basis.

Healthy Communities Alliance will be responsible for:

1. Creating and following operating procedures and policies.
2. Formulating coalition goals and objectives to carry out the coalition mission and vision.
3. Overseeing and evaluating strategies, activities and programs.
4. Providing information, training and support to members related to community partnerships, physical and mental wellbeing at no personal financial cost when possible.
5. Respecting the rights coalition members to hold their own opinions and beliefs.

The member, \_\_\_\_\_, will be responsible for:

1. Being a community leader amongst the represented sector.
2. Ensuring clear communication between the sector represented and the coalition.
3. Acting as a positive role model for youth, families, and peers.
4. Supporting the coalition's mission and vision.
5. Attending Full coalition meetings, which are held on a quarterly basis.
6. Participating on at least one additional committee.
7. Attending coalition sponsored town hall meetings, and other community events.
8. Participating in at least one training related to community partnerships, physical and mental wellbeing among others annually.
9. Contributing to the strategic action planning process.
10. Participating in sustaining the coalition's capacity, involvement, and goals.
11. Advise and support the development and implementation of resource and fund development efforts to carry out the mission and vision of the coalition.
13. Using their activities as grant matching funds, if applicable.

\_\_\_\_\_  
Print Official Coalition Representative's Name

\_\_\_\_\_  
Print Sector Representative's Name

\_\_\_\_\_  
Official Coalition Representative's Signature

\_\_\_\_\_  
Sector Representative's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Title Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Title Date

### **Recognized Organizational Coalition Involvement Agreement**

This agreement between the Healthy Communities Alliance and the Organizational Community Sector Representative, \_\_\_\_\_ shall be from Date \_\_\_\_\_, 2023 until terminated by a mutual accord. This agreement will be re-evaluated by both parties on a yearly basis.

Healthy Communities Alliance will be responsible for:

1. Creating and following operating procedures and policies.
2. Formulating coalition goals and objectives to carry out the coalition mission and vision.
3. Overseeing and evaluating strategies, activities and programs.
4. Providing information, training and support to members related to community partnerships, physical and mental wellbeing at no personal financial cost when possible.
5. Respecting the rights coalition members to hold their own opinions and beliefs.

The Organizational Community Sector Representative, \_\_\_\_\_, will be responsible for:

1. Being an Organizational leader amongst the represented sector.

2. Ensuring clear communication between the represented organization represented and the coalition.
3. Acting as a positive role model for youth, families, and peers.
4. Supporting the coalition's mission and vision.
5. Attending Full coalition meetings, which are held on a quarterly basis.
6. Participating in the coalition Executive Committee by attending regular monthly meetings and designating a representative when unable to attend.
7. Attending coalition sponsored town hall meetings, and other community events.
8. Participating in at least one training related to community partnerships, physical and mental wellbeing among others annually.
9. Contributing to the strategic action planning process.
10. Participating in sustaining the coalition's capacity, involvement, and goals.
11. Advise and support the development and implementation of resource and fund development efforts to carry out the mission and vision of the coalition.
13. Using their activities as grant matching funds, if applicable.

\_\_\_\_\_  
Print Official Coalition Representative's Name

\_\_\_\_\_  
Print Sector Representative's Name

\_\_\_\_\_  
Official Coalition Representative's Signature

\_\_\_\_\_  
Sector Representative's Signature

\_\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Title Date

\_\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Title Date