

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 and North Quabbin region's collective capacity to improve health, well-being and health equity among local youth. Specifically, Coalition members will work collaboratively to:

Assess and monitor the rates of risk-taking behavior among Franklin County and North Quabbin youth.

Prioritize key risk and protective factors that need to be addressed

Seek funding to enhance regional substance-use-prevention and youth-health-promotion capacity.

Monitor the implementation and outcomes of any grants received by an agency in the name of the Coalition.

Share knowledge, lessons learned, and best practices.

Facilitate collaborative programming and fund-raising.

2. Administration

A. Host Agencies

Community Action Pioneer Valley and the Partnership for Youth at the Franklin Regional Council of Governments will share administrative duties for the CTC Coalition.

Role of the Host Agencies:

Maintaining mailing lists and email lists

Convening meetings (including food, space, agenda and notification)

Contact with the Communities That Care national organization

Media Advocacy

Taking minutes at meetings, keeping records of the Coalition's actions, distributing minutes and agendas to each member, and assuring that the Coalition's records are maintained

Maintaining and updating the Coalition's Community Action Plan

Maintaining the Coalition website

Orienting new Coalition members

Managing contracts, reporting, compliance, and deliverables for grants located at the Host Agency

The Host Agencies will decide which agency shall act as the employing authority for staff and consultants hired to conduct the work of the Coalition. The Host Agencies agree to provide at least five hours of staff time to coalition leadership (including membership in the Leadership Team as well as chairing of Workgroups).

B. Fiscal Agents

The Communities That Care Coalition encourages all member organizations to apply for funding in the name of the Coalition to support activities outlined in the Community Action Plan. As such, there may be any number of fiscal agents at any given time. All funding applications made in the name of the Coalition need prior approval by the Coordinating Council, and all projects funded in the name of the Coalition must be reported on regularly to the Coordinating Council.

The Coalition recognizes that the responsibility for grant management and reporting lie with the fiscal agent for each individual grant.

C. Coordinating Council

The Communities That Care Coalition maintains its autonomy as an independent Coalition of agencies and institutions, regardless of host agencies and fiscal agents. The Coordinating Council is responsible for overall administration and management of the Coalition's activities, will serve as the governing body for this Coalition, and will have final say for important decisions. Decisions will be made by consensus when possible, or by 2/3 majority as necessary. Representatives from FIVE different agencies or sectors of the community shall constitute a quorum for the purposes of transacting business. 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:

Serve as liaison between the coalition and a variety of sectors of the community.

Guide the work of the Communities That Care Coalition, including reviewing the Coalition's vision, mission, and values, the workgroup structure, the priority risk factors, major new initiatives, etc.

Pre-approve grant applications that are made in the name of the Coalition, and advise on funding and programming that is applied for in the name of the Coalition.

Work with the Coalition Coordinators to plan Coalition meetings and select recipients for Coalition's two awards (Mike Fritz and Sara Cummings awards).

Monitor 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.

Coordinating Council Composition: In order to reflect the diversity of this Coalition, the membership of the Council will strive to represent the community sectors set forth below.

Youth

Parents

Community Members (particularly priority perspectives including people with low household incomes, people of color, and people in recovery)

Human Services

Schools

Local Government

Law Enforcement

Health Care

Mental Health

Faith-Based Organizations

Partner Coalitions

Workgroups Chairs

Multiple people from the same community sector can be Council members, and Council membership is not limited to the sectors listed above. However, for the purposes of a quorum, five different agencies, schools, institutions, or community sectors must be present and voting.

Coordinating Council Recruitment: For the sake of feedback, transparency, and diversity, membership in the Communities That Care Coordinating Council will be on the Coordinating Council agenda at least twice per year and a part of the Full Coalition agenda at least once per year. An ad hoc membership subcommittee consisting of Coordinating Council members from at least 2 agencies/institutions/sectors will take suggestions and recruit new members. The Council is empowered to remove members who do not participate, or whose participation is disruptive to the functioning of the Council. No terms or term limits are imposed.

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

Coordinating Council Meetings: The Council shall meet on a regular basis, and may schedule additional meetings as necessary.

D. Workgroups and Committees: The work of the Communities That Care Coalition happens largely at the Workgroup level. The Coordinating Council – with input from coalition and workgroup members – will create and dissolve workgroups and committees as well as appoint workgroup co-chairs, based on the priorities and needs of the coalition and the community. Proposals or projects developed by committees or workgroups are subject to review and approval by the Coordinating Council. Membership in the Communities That Care Coalition is open to anyone who lives and/or works and/or serves Franklin County or the North Quabbin Region.

E. Leadership Team: The FRCOG and Community Action Pioneer Valley (the Host Agencies) will each designate 1-2 staff members to lead the coalition together as part of a team. Members of the Leadership Team must have their agency's approval to include at least two hours per week of CTC coalition leadership work in their work plans.

Role of the Leadership Team

schedule meetings of the Full Coalition and Coordinating Council

send out meeting announcements and agendas,

preside at meetings,

serve as the official public spokespeople of the Coalition or designate spokespeople, and

sign letters of support and advocacy on behalf of the coalition after conferring with the rest of the Leadership Team.

F. Full Coalition

Full Coalition Membership: Membership in the Communities That Care Coalition is open

to anyone who lives, works, and/or serves Franklin County or the North Quabbin Region.

Full Coalition Meetings: The Communities That Care Coalition shall meet at least two times per year, at an agreed-upon place and time. Membership in the Communities That Care Coalition is open to anyone who lives and/or works and/or serves Franklin County or the North Quabbin Region.

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

Full Coalition 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.

Full Coalition Meeting Notice: Notice of each meeting shall be given to each member by email not less than fourteen (14) days before the meeting.

3. Amendments

These principles may be amended by a two-thirds majority vote of the members present and voting at a Coalition meeting. 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.