

Operating Principles Of The Melrose Substance Abuse Prevention Coalition

I: Our Vision:

We envision a Melrose that is a safe, healthy, and resourceful community—one that embraces substance abuse prevention efforts and is united on the path to positive solutions.

II. Our Mission:

The Coalition is dedicated to improving the quality of life for all in Melrose by fostering evidence-based substance abuse prevention strategies. Working collaboratively and providing resources, we take a leadership role in combating this problem by offering HOPE...health, outreach, prevention, and education.

III: Membership

Participation in the Melrose Substance Abuse Prevention Coalition (here after referred to as the Coalition) is open to anyone interested in preventing substance abuse and working with others to improve the health and well-being of individuals in the Melrose community. Members are asked to respectfully commit their time and expertise to further the vision and mission of the Coalition and abide by its operating principles. Every member fits into one sector primarily; these sectors are Youth (meaning young persons themselves, not an adult representing youth), Parents, Business community, Media, Schools, Youth-serving organizations, Law enforcement agencies, Religious or fraternal organizations, Civic and volunteer groups, Healthcare professionals, State/local governmental agencies with expertise in the field of substance abuse, and Other organizations involved in reducing substance abuse. In addition, the Coalition has a Membership Agreement that must be filled out annually by all members.

Benefits of membership include the opportunity to:

- Work with others to enrich your community
- Network and share ideas with people with similar interests in building healthier communities
- Receipt of coalition meeting invitations, minutes, agendas, updates, monthly reports, and other email communications from Coordinator/Administrator
- Opportunity to participate in trainings, coalition development opportunities and strategic planning as they arise
- Access to data on youth and adult behaviors and attitudes around health and substance abuse, and
- Participate in/assist with community presentations of information, strategies and results
- Participate in letter-writing and other advocacy
- When available, receive support for programming and funding opportunities that fit with the Melrose Substance Abuse Prevention Coalition mission

IV: Structure and Governance

The Coalition consists of an Advisory Board, Planning Committee, Core Coalition membership (consisting of Action Teams necessary to support its work and its mission), and an Associate membership.

A. Advisory Board

The Advisory Board consists of visible and active leaders in the Melrose community, who have an interest in substance abuse prevention.

Membership benefits/requirements include:

- Attend an annual meeting with Planning Committee
- Act as a resource to the Coalition, helping to network as needed
- Act as an additional spoke-person, advocate, or panelist as needed
- Receipt of coalition meeting invitations, minutes, agendas, updates, monthly reports, and other email communications from Coordinator/Administrator

The Planning Committee and Core Coalition members will nominate up to 10 names. The Planning Committee will vote on them and the top 5 vote recipients will be approached to join the Advisory Board. Should any of the top 5 be unwilling/unable to join, the next 1(-5) will be approached to join the Board.

The 5 members will agree to participate for two years. (Currently this means, Sept '08-June '10.) At the end of each bi-annual term, new and existing names will be brought to the Planning Committee and Core Coalition for voting.

If an Advisory Board member needs to leave, written notice should be sent to the Coordinator 30 days in advance (if possible, emergencies notwithstanding). The Planning Committee and Core Coalition would then nominate a replacement(s) and vote to approve/disapprove that nominee.

B. Planning Committee

The Planning Committee consists of the Coordinator, Health Director, plus 3 additional Core Coalition members.

Membership benefits/requirements include:

- After Core Coalition, the Planning Committee has the final vote
- Attend monthly meetings of the Coalition, on a regular basis
- Attend ad hoc meetings
- Sign up to join *at least one* Action Team
- On the MSAPC email list
- Participate in/assist with community presentations of information, strategies and results
- Assist with grant writing or proofreading

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- Assist with planning of grant monies
- Opportunity to participate in annual trainings, coalition development opportunities and strategic planning as they arise
- Receipt of coalition meeting invitations, minutes, agendas, updates, monthly reports, and other email communications from Coordinator/Administrator

The five members will agree to participate for two years. (Currently this means, Sept '08-June '10.) At the end of each bi-annual term, new Core Coalition member names and existing Planning Committee member names will be brought to the Core Coalition for voting for the top 5. The top 5 names will then be passed onto the Health Director for final approval.

If a Planning Committee member needs to leave, written notice should be sent to the Coordinator 30 days in advance (if possible, emergencies notwithstanding). The CC would then nominate a replacement(s) and vote to approve/disapprove that nominee.

If a Planning Committee member misses more than three consecutive meetings, he/she will be asked to reassess their commitment to the Coalition and may expect to potentially relinquish his/her Planning Committee position.

C. Core Coalition, Action Teams, and Task Teams

The Core Coalition and their Action Teams and Task Teams represent the workforce of the Coalition.

Membership benefits/requirements include:

- Attend monthly meetings of the Coalition, on a regular basis
- Sign up to join *at least one* Action Team or Task Team
 - Action Teams have a point person and communicate separately from the monthly Coalition meetings. These Teams will change as goals are achieved and new ones are set.
- On the MSAPC email list
- Participate in/assist with community presentations of information, strategies and results
- Receipt of coalition meeting invitations, minutes, agendas, updates, monthly reports, and other email communications from Coordinator/Administrator
- Opportunity to participate in annual trainings, coalition development opportunities and strategic planning as they arise
- Access to data on youth and adult behaviors and attitudes around health and substance abuse
- When available, receive support for programming and funding opportunities that fit with the Melrose Substance Abuse Prevention Coalition mission

Core Coalition membership may be terminated at any time upon written notice to the Coordinator.

If a Core Coalition member misses more than three consecutive meetings, he/she will be asked to reassess their commitment to the Coalition.

D. Associate Membership

Associate Membership consists of those interested members who cannot commit to attend monthly meeting and/or participate in Action Teams.

Membership benefits/requirements include:

- Participate in/assist with community outreach (individual or organizational)
- Participate in information dissemination
- Assist with community events/presentations
- Assist with mailings
- Provide any additional support/information/manpower (as needed, when available)
- On the MSAPC email list
- Opportunity to participate in annual trainings, coalition development opportunities and strategic planning as they arise
- Receipt of coalition meeting invitations, minutes, agendas, updates, monthly reports, and other email communications from Coordinator/Administrator

V: Decision Making

All decisions, at all levels of membership, will be made by consensus whenever possible in order to encourage the opinions of everyone to be heard and discussed.

Should full consensus not be achieved, each of the twelve sectors (see page 1 for description of sectors) will vote:

- Yes, I agree
- No, I disagree
- I abstain and will let others decide
- I object and cannot live with the decision

In the latter case, discussion will ensue and the decision restructured in an attempt to reach consensus. If consensus cannot be reached, a vote will be taken on the restructured decision and simple majority will rule.

If the twelve sectors find themselves in a tie (6-6) when voting on an issue, the Planning Committee and/or Advisory Board unit will have the authority to cast the tie-breaking vote.

VI: Contracting of Services/Funding Initiatives

Organizations or individuals providing services to or contracting with the Coalition must uphold the mission of the Coalition and abide by its operating principles. In addition,

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such entities must fill out a Memorandum of Understanding (MOU), participate in the Coalition, and uphold any requested reporting requirements stated in the MOU. If granting funds or contracting for services, the Coalition will determine an objective review and decision making process. Representatives of organizations or individuals requesting funds are exempt from voting on their own proposal to prevent any conflict of interest.

VII: Responsibility to Constituents

The Coalition is responsible for ensuring that all sponsored Melrose events or activities or communications are accessible, user-friendly, inclusive, and safe. Therefore, any Coalition sponsored events and activities as well as any entities contracting with the Coalition must be alcohol, tobacco, and drug-free, and support community health improvement.

VIII: Promotion of the Coalition

Any written communication or print media referencing the Coalition, its membership, or its work, must be reviewed by the Planning Committee and any appropriate Action Team prior to publication.

VIII: Guidelines for Placement of Promotional Information

In an effort to increase the visibility of the Coalition and to continue building the capacity of those Melrose organizations which provide a healthy environment for our youth. A total of \$0-\$500 of our grant money will be allocated annually towards local youth-affiliated organizations.

These allocations will typically be in the form of advertisement/placement of promotional information (logo, contact information, etc) about the Coalition in community organization programs etc., with a \$100 limit per organization.

These organizations will be chosen on a first-come first-serve basis, beginning at the start of the City's fiscal year (July 1st) and will be rotated from year to year, as grant money allows.