



## **Board Member Expectations**

### **Summary**

Members will be expected to attend the Coalition's regular monthly meetings, vote on Coalition issues and projects, participate in Coalition projects, and be able to agree in principle and practice with the Coalition's mission, vision, and the Core Prevention Principles (see Article 1). Members will also be asked to represent their stakeholder group in all Coalition activities.

### **Coalition Vision**

Our vision for the Bend Area is drug free youth achieving excellence.

### **Coalition Mission**

Our mission is to foster excellence among our Bend Area youth by reducing substance abuse through community education, mobilization and policy.

### **Qualifications for Membership**

In order to qualify for membership, a member shall be able to agree in principle and practice with the Coalition's values, mission/vision, and the Core Prevention Principles.

### **Voting Rights**

Each member is entitled to one vote on Coalition issues and must be present to vote, or must have an identified Proxy present at the meeting to vote. Guest speakers at meetings may contribute to the discussion prior to the vote, but may not vote on Coalition issues unless or until they become members.

### **Monthly Coalition Meetings**

Monthly meetings of the members shall be held the 2<sup>st</sup> Tuesday of each month, from 9:00 a.m. to 10:30 a.m. If the monthly meeting is not able to be held on the date designated, the Coalition shall cause the meeting to be held as soon thereafter as may be convenient. The Coalition may also select a different monthly meeting time should the need arise.

### **Meeting Locations**

Meetings will be held at the Mike Maier Services Building in the Community Board Room (1130 NW Harriman, Suite B, Bend, OR 97701). The meeting location can be changed upon agreement among the coalition board members. Coalition members shall



be notified of meeting location changes as soon as possible, but not later than one week prior to the meeting date.

### **Notice of Meetings**

Coalition members shall be reminded of meetings no later than one week prior to the set date through an email from the Deschutes County staff liaison. Electronic reminders shall include the meeting agenda, time, date, location and an opportunity to RSVP using an online meeting poll.

### **Community Representation**

The Coalition shall consist of not less than twelve community stakeholders, with the goal of including at least one stakeholder from each of the following stakeholder groups:

Youth (under the age of 18)	Parent
Business	Media
School	Youth-Serving Organization
Law Enforcement	Religious or Fraternal Organization
Civic or Volunteer Group	Health Care Professional
State, Local or Tribal Governmental Agency with Expertise in Substance Abuse	Other Organization Involved with Reducing Substance Abuse

### **Quorum**

A quorum is defined as a one-half majority. The Coalition may chose to redefine the quorum should they so decide.

### **Decision Making**

When action items require a Coalition vote, a majority vote of those present [or by proxy] will determine the outcome. Whenever possible, decision-making discussions will be conducted at in-person meetings of the Coalition. If necessary, or expedient, the Coalition may conduct business and make group decisions using electronic tools such as cloud computing, email and/or chat groups. A quorum response (as defined above) is required for all electronic voting by Coalition members [or by proxy].

### **Proxies**

Members may establish proxies to represent their organization or stakeholder perspective. Proxy eligibility shall be determined by the Coalition member and the



proxy shall introduce themselves as such during the initial introductions at the meeting or at the time the vote is taken.

### **Capacity Building**

Coalition members shall be given opportunities to increase their knowledge and skills as related to the work of the Coalition. Opportunities may be in the form of distance delivery trainings, in-person trainings, and through a variety of written materials. While obtaining additional training is not required, members will be encouraged to increase their personal and organizational capacity to for substance abuse prevention and/or other community wellness or risky behavior prevention topics.

### **Work Group Meetings**

Work group may be created based on need. Work groups shall serve as focused committees which dig into the detail of specific elements of the overall Coalition objectives. Meeting dates will be determined by project deadlines and Coalition member availability.

- **Membership**

Coalition members shall be given the opportunity to participate in one or more work groups. Work group participation is voluntary and not required for general Coalition membership.

- **Authority**

Work groups shall exercise authority over work process and progress specifically related to their work group focus. Work groups are given authority to internally manage strategic assessment, planning, outreach, implementation, and evaluation of their focused work without obtaining specific consent from the general Coalition on every decision. Recommendations to the general Coalition will be made by the work groups when decision-making will significantly impact or change project timelines, tasks, outputs or outcomes.

- **Decision Making**

Whenever possible, decisions will be made by a majority of the members attending in-person meetings of the work group. If necessary, or expedient, work groups may conduct business and make group decisions using electronic tools such as cloud computing, email and/or chat groups.



### **Article 1: Prevention Principles**

First, do no harm: Integrity in communications, selecting prevention strategies, finances, and planning, with forethought to ripple effects or possible unintended consequences.

Meet community where they're at: Consider the community's readiness to address the issue, as well as the resources and needs present in the community.

Ground decisions in best available data: Seek comprehensive and relevant data from many perspectives.

Value time and input: Work efficiently, making the most of partner and colleague time. Seek opportunities for win-win partnerships. Value partner input by applying it to enhance the project.

Empower community problem-solving: Create opportunities for community members to work through the problem-solving process together.

Prioritize community-level change: Aim for broad community impact by using Environmental Prevention Strategies.

Use a credible process: Thorough, reliable sources; impactful strategies; evaluation of results; strong, diverse partnerships; share data openly; ensure relevance of projects to community.

Cultural competency in all aspects of the work: Attend to cultural differences stemming from communities of place, interest, and experience.

Transparency: Pursue integrity, inclusion and clear communications with colleagues and community partners.

Respect differing viewpoints, expertise and experience: Foster opportunities for varying viewpoints to create a comprehensive approach to Prevention.

Adhere to best practices whenever possible: Prioritize evidence based and evidence informed implementation strategies.