



A coalition of individuals & organizations working together to strengthen policy, enforcement, & community norms for the drug and alcohol free development of our youth.

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Franklin Mayor's Drug Task Force

Turning on the Power of Prevention in the Franklin-Hill Community

Coalition Guidelines and Practices

Adopted August 18, 2011

PREAMBLE

Name and Definition

The name of the coalition is the Franklin Mayor's Drug Task Force.

The Franklin Mayor's Drug Task Force is a coalition of individuals and organizations coming together from all sectors of the community to address a common goal: a healthy environment for the drug and alcohol free development of our youth and families. We serve the communities of Franklin and Hill, NH.

The Franklin Mayor's Drug Task Force receives fiscal management and staff support through the City of Franklin, NH and began as an initiative of Mayor Ken Merrifield.

Vision, Mission and Goals

Vision: *Our vision for Franklin and Hill is a healthy, vibrant and substance-abuse free community that supports the positive development of our youth to become strong, engaged and healthy adults.*

Mission Statement: *To engage the communities of Franklin and Hill in working together to promote positive, alcohol and drug-free lifestyles for youth and families.*

GOAL 1: To establish and strengthen collaboration to support efforts to prevent and reduce substance abuse among youth through:

- Coalition-Building
- Community-wide Prevention Planning

GOAL 2: To reduce substance abuse among youth and, over time, among adults by addressing risk & protective factors in the Franklin-Hill community including:

- Parental Monitoring
- Enforcement
- Community Norms
- Access to Substances

Article I. Coalition Membership

The Franklin Mayor's Drug Task Force membership shall be comprised of a comprehensive representation of stakeholders from the Franklin-Hill community to assure diverse voices and insights.

A coalition member is anyone who is connected to the Franklin-Hill community, supports the coalition's mission, and considers themselves an active supporter of the Franklin Mayor's Drug Task Force.

Members participate in the coalition through some/all of the following activities:

- ☐ Attend monthly coalition meetings
- ☐ Receive emails from the coalition regarding research news, tips, events, action alerts, and other community updates
- ☐ Share coalition information with friends, family, co-workers, organizations and other community members
- ☐ Attend community forums and discussions on substance abuse prevention
- ☐ Participate on a coalition Action Team (subcommittee/workgroup) to plan and carry out projects
- ☐ Volunteer at events sponsored by the coalition, and/or where the coalition is participating
- ☐ Promote the mission of the coalition through actions and words

Article II. Leadership Committee

The Franklin Mayor's Drug Task Force is guided by a Leadership Committee. In addition to fulfilling basic coalition membership requirements, Leadership Committee responsibilities include:

- ☐ **Attend and participate regularly** in full coalition meetings and Leadership Committee meetings (at least 6 Leadership meetings per year + annual half-day Leadership planning retreat and at least 6 coalition meetings per year);
- ☐ **Participate** actively on one or more of the work groups, or assist with community meetings and events whenever possible or practical;
- ☐ **Attend coalition** sponsored trainings, seminars, and community-wide events when possible;
- ☐ **Participate in assessing and analyzing** root causes of substance abuse problems in the community as part of an on-going process;
- ☐ **Participate in on-going Logic Model development** and strategic planning;
- ☐ **Participate in ongoing refinement** of the coalition vision, mission, objectives, goals;
- ☐ **Establish strategic priorities** for action, formulating goals and objectives, and using a logic model to select activities to achieve population-level change as evidenced by the four core measures (age of onset of drug use, past 30 day use, perception of risk or harm, and perception of disapproval of use by parents) as well as our community's objectives as identified in our Strategic Plan;
- ☐ **Guide project planning and implementation** to fit funding requirements, and emerging research and best practices
- ☐ **Advise coalition staff** in addressing any challenges that may arise in project planning, implementation, and collaboration
- ☐ **Ensure broad representation and participation** in the Leadership Committee, the Coalition, and all activities; this includes supporting the overarching principles of cultural competence and ensuring that cultural competence is an

integrated part of the coalition's comprehensive approach. This also includes shared responsibility for coalition and Leadership Committee recruitment.

- ☐ **Actively listen** and appreciate the diverse viewpoints on the Leadership Committee to ensure clear communication between the sector member's organization and the coalition, as well as ensure clear and open communication between coalition members;
- ☐ **Promote and sustain the coalition** and its vitality, involvement, and energy in the community
- ☐ **Engage in a Leadership Committee member review** toward the end of the last year of each member's current term of service, prior to January appointments. This will serve as a review and reflection of each individual Leadership Committee member's ability to satisfactorily accomplish coalition member requirements and Leadership Committee responsibilities. This review will also serve as an opportunity to review individual perspectives on the progress of the coalition. Reviews are to be conducted with the DFC Program Coordinator and/or the Leadership Committee Chair.

Term of Service: A Leadership Committee Member's term of service is 2 years per appointment. Members will be appointed (or reappointed) to office each January by the Mayor. There is no term limit for the Leadership Team.

New Leadership Committee Membership

The Leadership Committee will actively recruit new members as needed. New members may be nominated by the Mayor, the Coalition Coordinator and/or any existing Leadership Committee member. Any Leadership Committee member who must step down from their role is responsible for recruiting and orienting their replacement (subject to the Mayors Approval). Leadership members will be officially appointed at the inaugural meeting of the City in January by the Mayor.

Ex-Officio Membership: Ex-Officio Members will include: Mayor, Police Chief, DFC Program Director and DFC Program Coordinator.

The Leadership Committee will provide oversight and maintenance to ensure that the Franklin Mayor's Drug Task Force will have active membership consisting of representatives from at least 7 of the following organizations and community sectors:

1. Franklin Schools *
2. Law Enforcement *
3. Other Organization involved in reducing substance abuse *
4. Department of Corrections Juvenile Services *Division*
5. State or Governmental Agency with Expertise in Substance Abuse *
6. Healthcare Professionals *
7. Religious or Fraternal Organization *
8. Business *
9. Parents *
10. Youth Serving Organization *
11. Youth
12. Civic or Volunteer groups *
13. Social Services Agencies
14. Media *
15. Local Government

**As a Drug Free Communities Grantee, the coalition must demonstrate membership from 12 required sectors, as starred above.*

Article III. Subcommittees/Action Teams

The Franklin Mayor's Drug Task Force Leadership Committee shall create, as needed, various subcommittee action teams, or work groups, to reflect the currently identified needs and strategic plans developed through community and coalition collaboration.

Subcommittee Action Teams will meet on an as-needed basis, on a schedule established by members. Subcommittee membership is open to anyone within the coalition membership, or to any interested community stakeholder.

Each Subcommittee Action Teams will be chaired or co-chaired by Leadership Committee members. The Subcommittee Action Team Chair will be responsible for:

- ☐ Working closely with coalition staff to set meeting agendas, facilitate meetings, and maintain communication with team members.
- ☐ Reviewing and approving Team meeting minutes prior to distribution by coalition staff (Subcommittee Action Teams will appoint a Secretary who will write meeting minutes).
- ☐ When applicable, drafting and submitting brief updates to coalition staff as part of the coalition's PR strategy
- ☐ Presenting project updates to the Leadership Committee during regular meetings

Article IV. Meetings

- **SCHEDULE:**
 - Full Coalition meetings shall occur monthly at least 10 times a year, and should occur at a regularly scheduled day and time. All coalition meetings are open to the public.
 - Leadership Committee meetings shall be at least 5 times a year, plus a half-day annual planning retreat. Other meetings can be scheduled as needed.
 - Subcommittee Action Teams will meet on an as-needed basis, on a schedule established by members. Subcommittee membership is open to anyone within the coalition membership, or to any interested community stakeholder.
- **AGENDA AND FACILITATION:** The Coalition Project Coordinator or her/his designee shall facilitate meetings in partnership with the acting Leadership Committee Chair. The Project Coordinator and Chair will draft and review meeting agendas together beforehand to determine who will facilitate what portions of the meeting, based on subject matter and individual skills and preferences.
- **VOTING:** Any decisions shall be made through consensus process unless a stalemate is reached, at which point the meeting shall revert to Robert's Rule of Order and a vote will be cast.
- **QUORUM:** Quorum will exist when at least one half of Leadership Committee members are in attendance. If any Leadership Committee member fails to attend three consecutive meetings without satisfactory cause or prior notice, the Leadership Committee may consider the position vacant and proceed to fill such vacancy.
- **DOCUMENTATION:** Coalition staff shall be responsible for keeping and distributing minutes and records of the meetings.

Article V. Coalition Leadership & Management Structure

- **FISCAL AGENT:** The Franklin Mayor's Drug Task Force is a project of the City of Franklin. The City of Franklin provides fiscal management, grant oversight, and staffing supervision for the Coalition. The Coalition Coordinator reports directly to the Franklin City Manager.
- **COALITION STAFF:** Coalition staffing is contingent on funding. The Franklin Mayor's Drug Task Force is

staffed by a Coalition Project Coordinator who is an hourly employee of the City of Franklin. Additional staff positions are based on project needs, available resources and funding.

The COALITION COORDINATOR roles and responsibilities include:

- ☐ Provide leadership and oversight for, and assist in the implementation of, coalition projects according to organizational mission and funding requirements
- ☐ Provide oversight for, and assist in the implementation of, coalition contracts (for example, marketing & communications; evaluation)
- ☐ Grant management and reporting, including managing project budgets and documenting in-kind donations
- ☐ Recruitment of individuals and organizations to join the Coalition; community mobilization to carry out the Coalition's mission
- ☐ Staffing and development of the Leadership Committee; working in collaboration with the Leadership Committee Chair to develop meeting agendas and facilitate meetings
- ☐ Staffing and development of Coalition Subcommittee Action Teams; working in collaboration with the Action Team Chairs to develop meeting agendas and facilitate meetings
- ☐ Serving as the lead contact for the Coalition, for example serving as a contact person on any press releases or community announcements

- **THE LEADERSHIP COMMITTEE CHAIR** serves as an important liaison between the Coalition Project Coordinator and the Coalition. The Chair is nominated and voted in by the Leadership Committee on an annual basis. Responsibilities include:

- ☐ **Working with the Coalition Coordinator in the planning and development of meeting agendas** for full Coalition meetings and the Leadership Committee meetings and annual retreat. This includes working with the Coalition Coordinator to determine meeting content and process, and reviewing and approving meeting agendas before meetings are held.
- ☐ **Co-facilitating meetings in partnership with the Coalition Coordinator.** To prepare for each meeting, the the Coalition Coordinator and Chair will communicate beforehand to determine who will facilitate what portions of the meeting, based on subject matter and individual skills and preferences.
- ☐ **Acting as a speaker on behalf of the coalition and as the public face of the Leadership Committee as applicable;** this includes representing the coalition to the rest of the community and being a local community contact, for example serving as a Leadership Committee contact person on coalition press releases or community announcements.
- ☐ **Participating in recruiting, hiring, and training of new Coalition staff as needed.** This includes serving on search committee and interview panel to fill any Coalitions staff vacancies.
- ☐ **Keeping the Vice-Chair up to date on all activities, and letting the Vice-Chair and Coordinator know well ahead of time if the Vice-Chair is needed to step in to fulfill any of these responsibilities.**

- **THE LEADERSHIP COMMITTEE VICE-CHAIR** is appointed to fill the Chair responsibilities listed above, whenever the Chair is unable. The Vice-Chair is nominated and voted in by the Leadership Committee on an annual basis. Responsibilities include:
 - ☐ **Staying up to date on the Chair's activities, and being ready to step in to fill the Chair's role when needed.**
 - ☐ **Participating in recruiting, hiring, and training of new Coalition staff as needed.** This includes serving on search committee and interview panel to fill any Coalitions staff vacancies.