

Healthy Roots of Crawford County Charter

Mission & Vision, Values & Priorities

Mission: Promoting healthy living across the lifespan for all residents.

Vision: Crawford County has a culture of wellness where everyone has an equal opportunity to be healthy.

We Value:

- Community level changes that impact health: Policies, Systems and Environments.
- Asset based approaches.
- Strong partnerships and relationships.
- Health equity.

Priorities:

- To increase access to active places and spaces, healthy food options, and community resources.

Coalition Participant Responsibilities

Participation

Participation in the coalition is open to individual members of the community, as well as representatives of organizations or businesses who share our mission and vision and are invested in contributing to the work of the coalition.

Expectations for Participation

Active Members:

- Attend in person or by technology the majority of the scheduled meetings. If members are unable to attend meetings, they are to let members know before the meeting and are expected to read notes and complete tasks assigned to them.
- Participate in coalition work and volunteer their services for coalition efforts outside of regular meeting time, as needed.
- Access and contribute to coalition documents on Google Drive.
- Promote the coalition and seek out new members that enhance our coalition.
- Have voting rights

Steering Team Members (minimum of 3 active members):

- Develop agendas
- Lead monthly meeting
- Address conflict as needed
- Communicate with members
- Provide orientation to new members.
- Be responsible for facebook page, website and Google Drive

Supporting Members

- Read minutes monthly, provide feedback when appropriate, and will promote the coalition.
- Do not have voting rights

New Members

- Can join anytime by indicating their interest to an active coalition member.
- Will be oriented by a steering team member.

Meetings

Annual Meeting:

There will be an annual meeting each January. The following items will be on the agenda:

- Review membership
- Review charter
- Review past years accomplishments
- Develop annual goals
- Select steering team
- Conduct other business as appropriate
- Review coalition assessment results
- Review financial status

Regular Meetings:

Regular meetings will be held monthly on the 4th Monday from 1-3pm at the Crawford County Administration Building.

- Any change in day, time or location will be communicated through email.
- Meetings are open to members and non-members.
- Agendas are prepared and distributed by the steering team and will be emailed a week in advance of the regular meeting date.
- Meeting notes are taken, typed and stored in Google Drive.

Ad Hoc Committee Meetings:

Ad Hoc Committees will be determined during the regular meetings.

- Scheduled as needed to accomplish tasks outside of regular meetings.

Conflicts

No one may profit financially from membership in the Coalition by sales or solicitation at meeting or workshops. Participants will disclose any actual or potential conflicts of interest.

If conflict arises, it is preferred that members bring the issue to the whole group for discussion and resolution. As an alternative, members can choose to take the conflict to a member of the steering committee. The steering committee will then bring the conflict to the whole group.

Decision Making

- Decision making requires a quorum; five active members constitutes a quorum.
- Actions taken on behalf of Healthy Roots will be approved by consensus of the group.
- Financial decisions will be made by a majority vote.
- Items that will need to be acted upon should be noted in the agenda when possible.
- Decisions requiring a vote or consensus should be brought to the monthly meetings but a vote or consensus can be achieved between meetings by email when necessary due to timeline sensitivity.

Communication

Internal

- Documents and supporting materials will be saved in Google Drive.
- Meeting agendas will be sent by email.

External

- Healthy Roots website, facebook page, newspaper, radio.