Waushara County Wellness Coalition Charter (Guiding Principles)

Adopted September 27, 2017
Edited November 30, 2017

Mission & Vision

- **Mission:** The Waushara County Wellness Coalition works to improve the health and wellness of county residents. The work of the coalition is guided by community input to address the changing needs in our county.
- **Vision:** Waushara County: A community of health and wellness

Leadership Team Selection and Duties

Coalition Chair: The designated leader of the Waushara County Wellness Coalition shall be responsible for the work of the leadership team and will oversee all action teams of the coalition. The Coalition Chair will be elected by coalition membership at the Annual Meeting and shall serve a one-year term. See Coalition Chair Job Description for specific duties.

Coalition Vice-Chair: The designated Vice-Chair of the Waushara County Wellness Coalition shall assist the Chair in leading the coalition. The Vice-Chair will be elected by coalition membership at the Annual Meeting and shall serve a one-year term. See Coalition Vice-Chair Job Description for specific duties.

Action Team Leader: The Action Team Leader shall be responsible for the work of their specific Action Team as the designated leader of their Action Team. Action Team Leaders will volunteer or be appointed as needed, and be approved by coalition membership. The Action Team Leader shall serve a one-year term. See Action Team Leader Job Description for specific duties.

Action Teams: Action Teams will be formed based on community input to address community needs. Action Team Leaders will volunteer or be appointed as needed, and be approved by coalition membership.

Vacating offices: If a leadership position is vacated before the end of the term, coalition membership will elect a new leader as soon as possible.

Decision Making

- Decisions and actions taken on behalf of the coalition 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 should be brought to the monthly meetings, but a vote can be held between meetings by email, if necessary, due to timeline sensitivity.
Waushara County Wellness Coalition Charter (Guiding Principles)

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 invest in contributing to the work of the coalition.

Expectations for Participation

Active Members:
- Attend four or more of the six scheduled meetings per year in person or by use of technology
- Active members are encouraged, but not required to be on an action team, scheduled as needed to accomplish tasks outside of regular meetings
- Notify coalition chair if they are unable to attend meetings
- Read meeting minutes and complete tasks assigned to them
- Participate in coalition work and volunteer their services for coalition efforts outside of regular meeting time, as needed
- Promote the coalition in the community and seek out new members to join the coalition
- Have voting rights

Supporting Members
- Read minutes monthly, provide feedback when appropriate
- Promote the coalition in the community and seek out new members to join the coalition
- Do not have voting rights

New Members
- Can join anytime by indicating their interest to a coalition member
- Are welcomed to the coalition through an orientation with a leadership team member

Leadership Team Members:
- Develop agendas
- Lead monthly meetings
- Address conflict as needed
- Communicate with members
- Communicate coalition activities through social media and other outlets
- Provide orientation to new members by reviewing welcome packet
Waushara County Wellness Coalition Charter (Guiding Principles)

Meetings

Annual Meeting:
There will be an annual meeting at the beginning of the year. This will take the place of a regular meeting. The following items will be on the agenda in addition to regular business:

- Review membership
- Review charter
- Celebrate past years accomplishments
- Develop annual goals
- Select leadership team members
- Conduct other business as appropriate
- Review coalition functioning scale results
- Review financial status

Regular Meetings:
Regular meetings will be held every other month

- Any change in day, time or location will be communicated
- Meetings are open to members and non-members
- Agendas are prepared and distributed by the leadership team and will be emailed a week in advance of the regular meeting date
- Meeting minutes are taken, typed and emailed to coalition members

Action Team Meetings:
Action Team meetings 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 leadership team. The leadership team will then bring the conflict to the whole group.

Communication

Internal
- Documents and supporting materials will be sent to coalition members primarily by email. Other channels of communication may be used, if necessary.
- Meeting agendas will be sent primarily by email. Other channels of communication may be used, if necessary.

External
- Promotion of the coalition and its activities will happen through various forms of media including but not limited to websites, social media outlets, newspapers, radio, etc.
Position Title: Coalition Chair

Purpose: The designated leader of the Waushara County Wellness Coalition shall serve a one-year term. The chair shall lead the strategic planning and ongoing planning and implementation of prevention initiatives to improve the health and wellness of residents in Waushara County. The chair shall be responsible for the work of the leadership team and will oversee all action teams of the coalition.

Duties:

1. Lead all full coalition meetings and activities.
2. Oversee the work of the leadership team and all of the action teams formed by the coalition.
3. Responsible for setting and facilitating meetings, preparing agendas, and shaping the specific work of the full coalition in relation to the broad mission of the coalition.
4. Appoint Ad Hoc committees as needed.
5. Act as the spokesperson for the coalition as required.
6. Come to full coalition meetings well prepared and well informed about issues on the agenda.
7. Consider others’ point of view, make constructive suggestions and help the full coalition make decisions that benefit those the coalition serves.
8. Represent the coalition to individuals, the public and other organizations.
9. Lead the on-going process of recruitment of new coalition members and community partners.
Position Title: Coalition Vice-Chair

Purpose: The designated vice-chair of the Waushara County Wellness Coalition shall serve a one-year term. The vice-chair shall assist the chair in leading the strategic planning and ongoing planning and implementation of prevention initiatives to improve the health and wellness of residents in Waushara County. The vice-chair shall also assist the chair with the work of the leadership team and will oversee all action teams of the coalition.

Duties:

1. The vice chair shall assume the duties of the chair in his/her absence to lead the full coalition meetings and activities.
2. Support the coalition chair to oversee the work of the leadership team and all of the action teams formed by the coalition.
3. Support the coalition chair with setting meetings, preparing agendas and shaping the specific work of the full coalition in relation to the broad mission of the coalition.
4. Act as the spokesperson for the coalition as required.
5. Come to full coalition meetings well prepared and well informed about issues on the agenda.
6. Consider others’ point of view, make constructive suggestions and help the full coalition make decisions that benefit those the coalition serves.
7. Represent the coalition to individuals, the public and other organizations.
8. Support the on-going process of recruitment of new coalition members and community partners.
Position Title: Action Team Leader

Purpose: To be an active participant of the Waushara County Wellness Coalition. The coalition member shall participate in the strategic planning and ongoing planning and implementation of prevention initiatives designed to improve the health and wellness of residents in Waushara County. The action team leader shall be responsible for the work of the action team as the designated leader of the action team.

Duties:

1. Attend full coalition meetings and activities.
2. Responsible for setting and facilitating meetings, preparing agendas, and shaping the specific work of the action team in relation to the broad mission of the coalition.
3. Will serve as the action team’s reporter of information back to the full coalition.
4. Come to full coalition meetings well prepared and well informed about issues on the agenda.
5. Consider others’ point of view, make constructive suggestions and help the full coalition make decisions that benefit those the coalition serves.
6. Represent the coalition to individuals, the public and other organizations.
7. Support the ongoing process of recruiting new coalition members and community partners.
Waushara County Wellness Coalition Charter (Guiding Principles)

Waushara County Wellness Coalition
Active Coalition Member
Job Description

Position Title: Active Coalition Member

Purpose: To be an active participant of the Waushara County Wellness Coalition. The active coalition member shall participate in the strategic planning and ongoing planning and implementation of prevention initiatives designed to improve the health and wellness of residents in Waushara County. The coalition member shall be responsible for the work of the coalition and will be actively engaged in the development and implementation of the coalition’s work plan.

Duties:

1. Attend four or more of the six regularly scheduled coalition meetings per year.
2. Active members are encouraged, but not required to be on an action team, scheduled as needed to accomplish tasks outside of regular meetings.
3. Support the leadership team with setting meetings, preparing agendas and shaping the specific work of the coalition in relation to the broad mission of the coalition as required.
4. Serve as a coalition reporter providing information back to the full coalition when requested by coalition members, action teams, or the leadership team.
5. Come to coalition meetings well prepared and well informed about issues on the agenda.
6. Contribute to meetings by expressing own point of view.
7. Consider others’ point of view, make constructive suggestions and help the full coalition make decisions that benefit those the coalition serves.
8. Represent the coalition to individuals, the public and other organizations.
9. Assume a leadership role as needed.
10. Support the ongoing process of recruiting new coalition members and community partners.
Position Title: Supporting Coalition Member

Purpose: To be a supporting participant of the Waushara County Wellness Coalition. The supporting coalition member has an interest in improving the health and wellness of Waushara County residents.

Duties:

1. Read minutes monthly, provide feedback when appropriate
2. Represent the coalition to individuals, the public and other organizations.
3. Support the ongoing process of recruiting new coalition members and community partners.