

COALITION FOR SUICIDE PREVENTION IN CLACKAMAS COUNTY (CSPCC)

COALITION CO-CHAIRS & STEERING COMMITTEE

Roles & Responsibilities

The co-chairs, in conjunction with the steering committee are responsible for general oversight for coalition activities and associated projects. These responsibilities include ensuring that planning, implementing, and evaluating activities associated with the Coalition are carried out. The Co-chairs, supported by the Steering Committee, will work to develop and implement strategies that will lead to long-term involvement of community institutions, organizations and individuals in health promotion, assessment, and evaluation activities.

One of the co-chairs will be the Suicide Prevention Coordinator for Clackamas County. The other two will be nominated/volunteer and serve for at least one year as a co-chair. Coalition co-chairs will help design and facilitate the steering committee and the full coalition meetings. They will be the spokespeople for the coalition, unless that responsibility is delegated in writing.

The co-chairs will work closely with a steering committee and may delegate and share leadership responsibilities with steering committee members as appropriate. Co-chairs and steering committee members will have variable terms (no greater than two years and not less than one) to support leadership transitions. Individuals may serve for more than one term.

SPECIFIC DUTIES INCLUDE:

1. Represent coalition through professional associations locally, statewide and nationally
2. Recruit and maintain a diverse coalition membership with local and county partners, and the state partners as appropriate
3. Ensure coordination within the scope of the Coalition and in coordination with Clackamas County H3S staff, of activities such as:
 - Needs assessments and planning
 - Evaluating effectiveness of the coalition and coalition strategies
 - Receipt and analysis of community health indicators data
 - Facilitate coalition in developing relevant policy recommendations related to suicide prevention
 - Collaborate, as appropriate, with other local, states and national organizations focusing on suicide prevention
4. Facilitate coalition members in conducting strategic planning and guide coalition to develop a comprehensive action plan
5. Coordinate and facilitate coalition meetings and communicate effectively with members to promote collaboration, negotiation, and problem solving
6. Plan, coordinate, and conduct educational and training activities within the scope of the Coalition. Develop, as appropriate within the scope of the Coalition, training, reference materials, and workshops for coalition and community members and coalition activities

7. Establish, convene and lead ad hoc work groups.
8. Collaborate and work closely with the health and mental health department administrators, legislators, heads of health plans, hospitals, physicians' health organizations, related businesses, academic institutions and community-based organizations to promote coalition's mission and goals
9. Ensure the development of Coalition marketing and media materials, campaigns, and opportunities in conjunction with the County PGA staff.
10. Ensure the coalition develops legislative action plan that promotes the coalition mission by: developing position statements; reviewing and recommending ~~endorsements of~~ policies, and advocating for policies/legislation at county/state/federal levels, as appropriate. When individual members are prohibited in participating in legislative or other advocacy activities, these activities will be carried out by other members of the steering committee and the coalition, as appropriate.
11. Ensure evaluation of the effectiveness of the coalition and coalition plan
12. Periodically document findings and progress of programs and activities in ~~written quarterly~~ reports to sponsoring organizations, other funding agencies, and coalition members
13. Report and present coalition progress and program findings through publications and presentations at national meetings/conferences, as appropriate.
14. Deal with members and staff fairly, sensitively and confidentially.
15. Promote collaboration, conflict resolution and decision-making.
16. Be open to diverse opinions and points of view.
17. The steering committee may also create additional designated positions within the steering committee if necessary, such as a Treasurer.

Time Commitment:

- Approximately 3-5 hours per month
- Attend Steering Committee and Coalition meetings, and major Coalition activities, and work groups as necessary
- One-to-two year availability (to ensure smooth leadership transition)

Qualifications:

- Ascribe to Coalition mission, goals and bylaws
- Possess strong leadership and organizational skills
- Be familiar with or willing to learn principles of inclusive facilitation and decision making

Appointment Process

The co-chairs of the coalition shall be appointed by the Coalition sponsors (the Directors of Health, Housing and Human Services and Behavioral Health Division of Clackamas County) for the first two years (through October 2020) for terms between one and two years. Interested parties may apply to become members of the steering committee. The co-chairs and sponsors will choose the initial steering committee. Once the

coalition is established after the first two years, the Coalition will revisit the appointment process in January 2021.

Vacancies

A co-chairs' or steering committee member's position may be declared vacant if the member:

- Resigns from the being a co-chair (this should be in writing and forwarded to the sponsors) or resigns from being a steering committee member (this should be done in writing and forward to the co-chairs)
- Fails to attend more than three meetings without prior notice
- In a case where a co-chair or steering committee position is declared vacant, the remaining co-chairs and coalition sponsors may appoint an alternative representative to fill the term of the position.

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