



Executive Board & General Member Roles

In order for any coalition to succeed, reach its goals and objectives and sustain itself, there must be an established leadership group. Therein lays the purpose of the COPE Coalition Executive Board. The Executive Board, in conjunction with TERROS staff, will take the leadership role in the actions of the coalition. Each member of the board will have specific duties that must be fulfilled, according to their definitions. The membership should include, at the minimum, the following positions: Chairman, Vice-Chairman, Secretary, at-large member(s) and committee chairs. All members of the Executive Board have the role of executing the current grants, as well as seeking future funding sources for the sustainability of the coalition. The coalition's Executive Board will also have the responsibility of meeting the general needs of the community. Terms for Executive Board members will be one (1) year, unless members are otherwise facing extenuating circumstances. Executive Board members will be nominated and voted on by a majority of coalition members.

While leadership is necessary for the COPE Coalition to function, the general membership and participation of the 12 sectors of the community is necessary for the basic existence of the coalition and its representation within the community. Therefore, it is necessary to outline a brief description of what is expected of the members of the COPE Coalition that are not on the Executive board, but are active members. The description of the General Member Roles will follow the Executive Board Roles.

Definitions of Executive Board Roles

Chairman – The Chairman is responsible for the overall functioning of the coalition. The responsibilities/duties of the Chairman are as follows:

- Develop Executive Board and coalition agendas
- Facilitates Executive Board and coalition meetings
- Responsible for creation, review and implementation of the coalition strategic plan
- Represents the coalition before the media
- Coordinates sustainability efforts between local, state and federal grants
- Overall responsibility for the COPE Coalitions efforts
- Recruits new members to the Executive Board and coalition
- Develop and maintain positive relationships with all sectors of the community
- Participate in decision making process of coalition

Vice-Chairman – In the absence of the Chairman, the Vice-Chairman shall presume the responsibilities/duties of the Chairman. The Vice-Chairman should have the expectation of serving as the Chairman in the following term. The Vice-Chairman responsibilities include:

- Assuming all responsibilities of the Chairman in their absence
- Recruit new members to the Executive Board and coalition
- Develop and maintain positive relationships with all sectors of the community
- Responsible for sub-committee functions and activities
- Participate in decision making process of coalition

Secretary – The secretary is responsible for all documentation pertaining to the coalition. The responsibilities/duties of the secretary include:

- Maintain and distribute Executive Board and coalition agendas
- Record and distribute Executive Board and coalition minutes
- Maintain all coalition records
- Responsible for any coalition literature to distribute
- Recruit members to the Executive Board and coalition
- Participate in coalition decision making process
- Develop and maintain positive relationships with all sectors of the community

At-Large Member(s) – The at-large member is responsible for any other matters pertaining to the coalition not mentioned above. Other responsibilities/duties of the at-large member include:

- Functioning in the role of any absent Executive Board member
- Develop and maintain positive relationships with all sectors of the community
- Participate in coalition decision making process
- Responsible for carrying-out coalition initiatives
- Recruit Executive Board and coalition members

Education Sub-Committee Chair – The responsibility of the Education Sub-Committee Chair will be to oversee the activities of the Education Sub-Committee. Other responsibilities/duties include:

- Responsible for creating and implementing projects aligning with the strategic plan pertaining to educational topics and involving the local school districts
- Recruit members to the Executive Board and coalition
- Participate in coalition decision making process
- Develop and maintain positive relationships with all sectors of the community

Regulations Sub-Committee Chair – The Regulations Sub-Committee Chair will oversee the activities of the Regulations Sub-Committee. Other responsibilities/duties include:

- Responsible for creating and implementing projects aligning with the strategic plan pertaining to signage, liquor law violations, etc.
- Recruit members to the Executive Board and coalition
- Participate in coalition decision making process
- Develop and maintain positive relationships with all sectors of the community

Sustainability Sub-Committee Chair – The Sustainability Sub-Committee Chair will be responsible for the sustainability efforts of the coalition including but not limited to coalition member training, training community members and above all else finding alternative funding streams. Other responsibilities/duties include:

- Responsible for the coalition’s sustainability efforts such as funding and training.
- Recruit members to the Executive Board and coalition
- Participate in coalition decision making process
- Develop and maintain positive relationships with all sectors of the community

Role of the General Member of the COPE Coalition

- Actively participate in Monthly COPE Coalition meeting
- Actively participate in at least one sub-committee within the COPE Coalition
- Actively participate in the community, apart from activities organized by the COPE Coalition
- Recruit new members to the COPE Coalition, drawing from the 12 sectors of the community
- Dedicate time between coalition meetings towards achieving the COPE Coalition’s goals and objectives
- Attend trainings related to the COPE Coalition’s goals and objectives, and report back to the COPE Coalition on the highlights of the training
- Participate in coalition decision making process

