

Mayor's Drug Task Force

“United We Stand”

Mayor's Drug Task Force

Town's, County, School's, Law Enforcement, Parents United

Task Force Guidelines and Practices

Adopted 10/29/13

By

Mayors

Name and Definition

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

The Mayor's Drug Task Force is a coalition of individuals and organizations coming together from all areas 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 Town of Elkton and with the support of Cecilton, Charlestown, Chesapeake City, North East, Perryville, Port Deposit, Rising Sun and will work with County Government.

Vision, Mission and Goals

***Vision:** Our vision for Elkton and of Cecilton, Charlestown, Chesapeake City, North East, Perryville, Port Deposit, Rising Sun and County Government 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:** The Mayor's Drug Task Force's mission is to involve citizen and multi-sector collaboration to foster a healthy community environment with norms, policies and practices that work together to promote the positive and drug and alcohol free development of Elkton and Cecilton, Charlestown, Chesapeake City, North East, Perryville, Port Deposit, Rising Sun and County Government 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 by addressing risk & protective factors in Cecil County communities including:

Parental Monitoring

Enforcement

Article I. Task Force Membership

The Mayor's Drug Task Force partnership shall be comprised of a comprehensive representation of stakeholders from the Towns of Cecilton, Charlestown, Chesapeake City, North East, Perryville, Port Deposit, Rising Sun and County Government community to assure diverse voices and insights.

A Task Force member is anyone who is connected to the Cecil County communities, supports the Task Force mission, and considers themselves an active supporter of the Mayor's Drug Task Force.

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

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

Article II. Leadership Committee

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

- ☐ **Participate** actively on one or more of the work groups, or assist with community meetings and events whenever possible or practical;
- ☐ **Attend** Task Force sponsored trainings, seminars, and community-wide events when possible;
- ☐ **Participate in assessing and analyzing** root causes of substance abuse problems in the Towns and County as part of an on-going process;
- ☐ **Participate in ongoing refinement** of the Task Force 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** Task Force **staff** in addressing any challenges that may arise in project planning, implementation, and collaboration
- ☐ **Ensure broad representation and participation** in the Leadership Committee, the Task Force, and all activities; this includes supporting the overarching principles of cultural competence and ensuring that cultural competence is an integrated part of the Task Force comprehensive approach. This also includes shared responsibility for Task Force 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 Towns, County membership requirements, Leadership Committee responsibilities include:
- ☐ **Attend and participate regularly** in full coalition meetings and Leadership Committee meetings (at least 4 Leadership meetings per year)

Participate in on-going Logic Model development and strategic planning;

Term of Service: A Leadership Committee Members term is 2 years

The Leadership Committee will provide oversight and maintenance to ensure that the Mayor's Drug Task Force will have active membership consisting of representatives from at least 2 of the following organizations and community sectors:

1. **All Schools** *
2. **Law Enforcement** *
3. Department of Corrections Juvenile Services Division
4. State or Governmental Agency with Expertise in Substance Abuse *
5. Healthcare Professionals *
6. Religious Organization*
7. Business *
8. **Parents** ***
9. Youth Serving Organization *
10. Social Services Agencies
11. Youth *
12. Media *
13. **Local Government*****

Ex-Officio Membership: Ex-Officio Members will include: Mayor, Police Chief, and County Executive.

New Leadership Committee Membership

The Leadership Committee will actively recruit new members as needed. New members may be nominated by the Mayor, Police Chief, County Executive and/or any existing Leadership Committee member, and **will be officially appointed to the Committee by the Mayor's and County Executive.**

Any Leadership Committee member who must step down from their role is responsible for recruiting and orienting their replacement

Article III. Subcommittees/Action Teams

The 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 task force staff to set meeting agendas, facilitate meetings, and maintain communication with team members.
- ☐ Reviewing and approving Team meeting minutes prior to distribution by Task Force staff (Subcommittee Action Teams will appoint a Secretary who will write meeting minutes).
- ☐ When applicable, drafting and submitting brief updates to task force staff as part of the task force PR strategy

Article IV. Meetings

SCHEDULE:

Full Task Force meetings shall occur monthly at least 10 times a year, and should occur at a regularly scheduled day and time. All Task Force meeting are open to the public.

Leadership Committee meetings shall be at least 5 times a year.

Subcommittee Action Teams will meet on an as-needed basis, on a schedule established by members. Subcommittee membership is open to anyone within the Task Force 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 third 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: A Task Force staff member shall be responsible for keeping and distributing minutes and records of the meetings.

Article V. Coalition Leadership & Management Structure

FISCAL AGENT: Mayor's Drug Task Force is a project of the Towns of Elkton, Cecilton, Charlestown, Chesapeake City, North East, Perryville, Port Deposit, Rising Sun and County Government.

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 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, and training of new task force 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 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.