

Palm Beach County Action Alliance for Mental Health **Charter & Membership**

July 10, 2014 (Revised)

Background Introduction:

The Action Alliance was created as a project of the Boca Raton's Promise, a registered not-for-profit organization in Palm Beach County. The mission of the Action Alliance is to identify, prioritize and take action to promote and support education, early identification and access to mental health services.

Breaking The Silence is the name given the Boca Raton's Promise's overarching initiative, which includes development of three projects: The Action Alliance, Community Coalitions and FRiENDS (www.bocaratonspromise.org/).

The founding members of the Action Alliance are Boca Raton's Promise, Mental Health Association of Palm Beach County, NAMI Palm Beach County and American Association of Caregiving Youth. These organizations along with several communities realized the need for a county-wide coalition to support and assist efforts, and promote community awareness and collaboration. Thus, the Action Alliance was formed and became one of the three targeted priorities of the Boca Raton's Promise.

The Action Alliance was envisioned in 2009, organized in 2010, and is now guided by a Steering Committee, which has determined a regular meeting schedule and study groups as needed.

To date, established community groups exist in 4 areas: Boca Raton's Promise, Boynton Beach Mental Health Initiative, Lake Worth Connections and Let's Talk Delray Beach. Other community mental health awareness discussions have also begun in West Palm Beach and Wellington. Each community has its own leadership who attend the Action Alliance meetings. All community based initiatives are presented to the Action Alliance Steering Committee and/or members to allow for maximum utilization of resources and adherence to quality programming.

Individuals from a broad section of each community are welcome members in the Action Alliance. This proposal establishes guidelines for the structure of the Action Alliance, as noted below.

Steering Committee:

The Steering Committee consists of the Action Alliance Chair and at least 3 other members. Steering Committee members serve 2 year terms, with a limit of 3 terms. New members are proposed by the general members and ratified by the Steering Committee.

Responsibilities:

- Convenes monthly to discuss Alliance business
- Determines agenda items based on input from the Alliance members

- Distributes meeting agenda and previous “Actions” one week prior to the meeting
- Recommends, recruits and approves new voting members
- Establishes study groups as needed
- The Action Alliance Chair is approved by Boca Raton’s Promise.

General Membership:

Members and Participants should be sought from a cross section of the community, including:

- Not-for-profit organizations, government entities, educational institutions, faith based groups, parents, adults, older adults, grandparents, youth
- For-profit businesses and hospitals
- Other advocates that represent people of all ages with mental health concerns

Membership Criteria:

Membership candidates must show a sincere, demonstrated interest in helping to fulfill the mission of the Alliance by:

- Sharing a concern and demonstrated willingness to work with others to achieve the Alliance’s mission
- Attending three meetings prior to being considered for membership
- Unanimous approval by the Alliance Steering Committee.

Membership Responsibilities and Benefits:

- Must attend 75% of the regularly scheduled meetings (usually 12 per year) in person to maintain membership (Alliance Chair may excuse attendance due to extenuating circumstances)
- Will participate in at least two Alliance sponsored events per year
- Will help with the planning of events and/or provide assistance during events
- May vote
- Entitled to bring forth proposals for consideration
- May nominate potential members
- Will have name and/or organization listed on Alliance materials
- Steering Committee and/or membership will approve formation of proposed study groups (as described below), recommend members and participants to serve on the study group, identify the Chair of the study group and timeframe for completion
- All written collateral materials for Alliance supported activities will be approved by the Steering Committee and/or membership prior to any public distribution.

Non-Voting Participants:

Individuals interested in the mission of the Action Alliance for Mental Health, yet unable to commit to the membership responsibilities above, may participate in monthly meetings, yet will not have voting privileges. Before the meeting, participants may ask the Alliance Chair to be placed on the agenda for a specific purpose.

Study Groups:

A study group is an identified group of members and participants who meet to explore an issue and bring forth a proposal for potential action (e.g., activity, event sponsorship, funding, etc.).

Study Group Process:

- A study group will meet regularly, keep minutes and present progress at Action Alliance meetings
- A completed proposal will be presented within the established timeframe
- Final proposal will be submitted to the Steering Committee at least two weeks prior to the next Action Alliance meeting
- All proposals will clearly identify the suggested actions, including recommendations for funding.

Non-Discrimination Statement:

It is understood that a condition of membership in the Action Alliance includes endorsement by all members, organizations, individuals and associates of the non-discrimination policy established by the Palm Beach County Office of Equal Opportunity. As such, activities of the Alliance will be offered to persons in our community regardless of age, color, disability, familial status, gender identity or expression, marital status, national origin, race, religion, or sexual orientation.