

## Coalition for Healthy and Safe Campus Communities (CHASCo)

### Proposed Operating Structure

**CHASCo Purpose Statement:** CHASCo is the Tennessee organization that proactively addresses the issues of alcohol, other drugs, and violence in order to promote healthy campus environments through self-regulatory initiatives, information dissemination, and technical assistance. Members encourage and enhance local, state, regional, and national initiatives through a commitment to shared standards for policy development, educational strategies, enforcement, evaluation, and community collaboration.

### CHASCo Membership

- I. Membership is limited to:
  - a. Tennessee individuals and organizations that are directly affiliated with an institution of higher education in the State of Tennessee
  - b. Tennessee individuals and organizations that directly support the activities of an institution of higher education
  - c. *Other guests as invited by the Executive Committee***
- II. An institution of higher education is defined as:
  - a. A public or private school providing post-secondary education that is accredited by a regionally/nationally recognized agency
- III. Members are expected to support and affirm CHASCo standards
- IV. Members are expected, at a minimum, to actively serve on at least one standing committee

### Executive Committee (ExComm)

- I. ExComm Overview
  - a. The ExComm consists of the three (3) executive officers, the immediate past chair, and chairs of the standing committees
  - b. The immediate past chair serves as an ex officio member
  - c. With the exception of the immediate past chair all other members have voting privileges.

- d. ExComm members serve one (1) year terms and may be re-elected/re-appointed to the ExComm for one additional term
- e. Within the ExComm, there will be one (1) chair, one (1) vice-chair, one (1) secretary, the chairs of the standing committees, and the immediate past chair

## II. ExComm Qualifications

- a. The vice-chair must have served as a committee chair
- b. The committee chair must have been a member of the particular standing committee before assuming the position of chair

## III. ExComm Responsibilities

- a. The chair moves into the chair position from the vice-chair and serves a one (1) year term. The chair is expected to carry out the following duties:
  - i. Set meeting agendas
  - ii. Facilitate ExComm and CHASCo meetings
  - iii. The production of an Annual Report, in collaboration with the vice-chair
  - iv. Official correspondence
  - v. Solicits input from the membership and then appoints members to the ExComm when an ExComm member is unable to fulfill their term of office
  - vi. Act as the CHASCo liaison with Nashville Prevention Partners (NPP)
- b. The vice chair is elected by the CHASCo membership to serve a one (1) year term , a one (1) year term as chair, and a one (1) year term as immediate past chair. If the vice chair cannot accept the duties of the chair, the ExComm will make the decision about who the chair will be. The vice chair is expected to carry out the following responsibilities:
  - i. Facilitate meetings in the chair's absence
  - ii. Work with the chair to produce the Annual Report
  - iii. Act as CHASCo treasurer and works with NPP to facilitate grant activities
- c. The secretary is elected by the CHASCo membership to serve a one (1) year term. The secretary is expected to carry out the following responsibilities:

- i. Keep appropriate minutes for each ExComm meeting and CHASCo meeting
    - ii. Give notice of CHASCo meetings
    - iii. Undertake certain correspondence at the direction of the chair
  - d. The past chair serves for one (1) year as an ex officio member of ExComm primarily to aid the chair's acclimation to his/her duties
  - e. The standing committee chairs serve one (1) year terms on the ExComm. They are expected to carry out the following responsibilities:
    - i. Prepare the assigned committee's annual report
    - ii. Prepare the committee's strategic work plans with goals and objectives for the coming year
- IV. ExComm Meetings
  - a. Monthly conference calls
  - b. Bimonthly meetings
  - c. At the January meeting, goals and objectives will be developed for the next year. The goals and objectives will be presented for adoption by the CHASCo membership at the March meeting
  - d. Standing committees will conduct periodic conference calls

## **Committees**

- I. CHASCo will maintain three (3) standing committees. These committees are membership, professional development, and public policy
- II. Standing committees have a chair and co-chair. The chair is appointed by the ExComm. The co-chair is elected/selected by the committee membership
- III. The standing committee chairs are appointed by the ExComm to serve a one (1) year term. The standing committee chair is expected to carry out the following responsibilities:
  - a. Chair committee meetings and develop agendas
  - b. Assign and track duties of committee members
  - c. Monitor progress toward committee goals and objectives
  - d. Identify and recruit potential committee members
  - e. Orient new committee members to the structure and history of the committee

- f. Develop and submit the committee annual report per the established deadline
- IV. The standing committee co-chairs are elected/selected by the committee membership to serve a one (1) year term. The standing committee co-chair is expected to carry out the following responsibilities:
  - a. Chair committee meetings in the chair's absence
  - b. Assist with the assignment and tracking of duties of committee members
  - c. Help monitor progress toward committee goals and objectives
  - d. Assist with recruitment of committee members
  - e. Assist with orientation for new committee members
  - f. Take meeting minutes and ensure timely posting of the minutes
  - g. Assist with the production of the committee annual report
- V. For meetings and conference calls, minutes will be kept and posted once approved by each respective standing committee
- VI. Each standing committee will prepare and submit annual reports and annual goals and objectives
- VII. Membership Committee
  - a. The membership committee will:
    - i. Develop mechanisms for CHASCo membership development/expansion
    - ii. Solicit CHASCo members
    - iii. Provide updates of CHASCo activities
    - iv. Disseminate information necessary to recruit CHASCo members
- VIII. Professional Development Committee
  - a. The professional development committee will:
    - i. Facilitate the development and delivery of the Summer Conference
    - ii. Select print media resources for distribution of CHASCo grant resources
    - iii. Develop additional CHASCo membership training opportunities as appropriate
    - iv. Develop non-member training opportunities as appropriate
- IX. Public Policy Committee
  - a. The public policy committee will:

- i. Pursue public policy matters on CHASCo's behalf in consultation with the ExComm and CHASCo membership
  - ii. Identify contemporary issues in AODV
  - iii. Develop advocacy consistent with CHASCo standards
  - iv. Influence policy formation in line with CHASCo standards
    - 1. Develop processes for monitoring and commenting on proposed regulations and legislation
    - 2. Initiate discussion on new and emerging issues with policy makers
- X. Other committees, both standing and adhoc may be formed and dissolved as needed

### **CHASCo Career Ladder**

- I. The career ladder is a clear and well-defined means by which individuals can move up the ranks within the organization should they desire to do so
- II. Members will begin their CHASCo service as a member of a standing committee – all members are required to participate in at least one (1) standing committee
- III. As a standing committee member they may be elected/selected to serve as co-chair and/or appointed to serve as chair
- IV. Those serving as chair will serve on the ExComm
- V. Those with standing committee chair experience may be nominated for and elected to the positions of CHASCo secretary and vice-chair

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