



Flint Hills Wellness Coalition Guidelines

Purpose

- ❖ The name of the organization shall be Flint Hills Wellness Coalition
- ❖ Flint Hills Wellness Coalition is organized for the purpose of creating a healthier community through policies, systems, environments, and individual decisions

General Membership

- ❖ Membership shall be open to any individual or organization that supports the Flint Hills Wellness Coalition mission, purpose and goals. Membership is broadly defined to promote participation and inclusiveness while addressing the diverse and changing needs of the community and coalition.
- ❖ Members of the Flint Hills Wellness Coalition provide direction in improving the health of Riley County
- ❖ Responsibilities: Members are expected to actively participate in FHWC by promoting coalition initiatives within their organizations and the community. Members are expected to make decisions by consensus. If consensus cannot be achieved, decisions may be made by a simple majority vote of the members present. Organizations with more than one member participating in a coalition meeting shall designate a single representative to vote on behalf of the organization.

Officers and Decision-Making

- ❖ The governing structure of Flint Hills Wellness Coalition is as follows:
 - Leadership Team: The Leadership Team performs the executive and administrative functions of the Flint Hills Wellness Coalition utilizing the feedback and recommendations of the Work groups and General Membership
- ❖ Officers' titles and main duties are as follows in regards to the Leadership Team and work groups:
 - Chair
 - Public spokesperson for the Flint Hills Wellness Coalition or workgroup
 - Manage / Facilitator of meetings
 - Co- Chair
 - In the absence of the Chair the Co-Chair shall execute the duties of the Chair.
 - Record and distribute minutes
 - Fiscal Agent Representative (Leadership Team Only)
 - Attends to the financial functions of the Flint Hills Wellness Coalition.
 - Attends leadership meetings once per quarter.
- ❖ Procedures for filling and vacating offices
 - Any coalition member, including Leadership Team members may be removed by the Leadership Team whenever the best interests of the Flint Hills Wellness Coalition will be served by such removal. Attendance will be considered.

General, Special, and Annual Meetings

- ❖ Regular general membership meetings are to be held at minimum, once per quarter. Any meeting may be called by Leadership Team in response to the needs of the Flint Hills Wellness Coalition. An election of officers will be designated at the annual meeting.

Leadership Team

- ❖ Leadership Team size and role. The Leadership Team shall consist of the chair of each workgroup along with Chair, the Chair-Elect, and the Past Chair of the FHWC, plus a member of the coordinating fiscal agent's staff.
- ❖ Leadership Team meetings. The Leadership Team shall meet a minimum of once per quarter, at an agreed upon time and place. Any additional meetings can be called by the Leadership Team based on the needs of the Flint Hills Wellness Coalition.
- ❖ Develop and maintain the coalition's work plan and recommend periodic updates for the Leadership Team's approval.
- ❖ Identify, develop and maintain effective work groups and ad hoc committees to advance the goals of the coalition, including developing processes to ensure effective leadership and composition of coalition work groups and committees.
- ❖ Develop processes to ensure ongoing input from coalition members and the community, promoting representation of as many segments of the community as possible to enrich the level of discussion and acceptance of proposed activities.
- ❖ Ensure long-term sustainability of the coalition and provide oversight of grants, grant applications and budgets that provide operational support for the work of the coalition.
- ❖ Approve requests for use of the FHWC name, image or brand.
- ❖ Recommend policy and guideline changes to the coalition, as needed.
- ❖ Schedule, plan and conduct meetings of the full coalition as needed.
- ❖ Elections and terms
 - All elected Leadership Team members shall serve 3-years terms, and are eligible for one additional term. Former Leadership Team members can be appointed to the Leadership Team after sitting out for one year.
 - An election of officers from the Leadership Team will be designated at the annual meeting.
- ❖ Quorum
 - Two-thirds of the Leadership Team members must be in attendance to form a quorum.
- ❖ Resignations
 - Resignations from the Leadership Team must be given to the chair.

Work Groups

- ❖ The leadership team shall establish and maintain work groups that coalition uses on an ongoing basis. The Chair of each work groups shall serve on the coalition Leadership Team.
- ❖ Work groups shall meet at least once per quarter, any additional meetings can be called by the work group as needed.
- ❖ Notice of work group meetings shall be sent by the work group Chair or Co-Chair by electronic means to each work group member at least 7 days in advance of each meeting.
- ❖ Each workgroup will consist of the Chair and Co-Chair to support the mission of the coalition and goals of the workgroup.