



## Anchorage Youth Development Coalition

### Coalition Purpose and Procedures

#### I. GOVERNING STRUCTURE

- 1) Name of group: Anchorage Youth Development Coalition (AYDC)
- 2) AYDC staff support and services are provided through a program of the Alaska Injury Prevention Center doing business as Center for Safe Alaskans (Safe Alaskans) and is ultimately governed by the Board of Directors. AYDC staff operate within Safe Alaskans policies and procedures and Safe Alaskans Executive Director.
- 3) AYDC strategic guidance shall be provided by a Leadership Team with the input of the Coalition and with the advice of AYDC's Director.

#### II. PURPOSE AND GUIDING VALUES

- 1) **AYDC Vision:** All of Anchorage's youth thrive.
- 2) **AYDC Mission:** The Anchorage Youth Development Coalition promotes and integrates strength based strategies through advocacy, resources, networking, and training to ensure that all Anchorage youth thrive.
- 3) **Core Purpose:** Advance Positive Youth Development
- 4) **AYDC Values**
  - (a) **Strengths-Based:** We focus on individual, family, and community strengths and potential, including building protective factors and developmental assets.
  - (b) **Data Driven:** Data is the driving factor in our decisions. Our priorities and actions are informed by and focused on producing measurable results and effective solutions.

- (c) **Collaborative:** To help create a community where youth can thrive, we network and build relationships that improve informal and formal support systems for youth through meaningful community participation and the sharing of ideas and resources. “We do together what we cannot do alone.”
- (d) **Inclusive:** We are committed to building a coalition that welcomes and celebrates diverse perspectives, individuals and organizations. We value and seek to involve youth in the coalition and community.

### III. COALITION STRUCTURE

The Coalition encompasses all participating entities, who may also become paying members after making a financial contribution. The Director coordinates the Coalition with the guidance of the Leadership Team, with specific Standing Committees or Work Groups.

#### A) AYDC DIRECTOR

- 1) The daily operation of the Coalition will be administered by an AYDC Director employed by Safe Alaskans. The Director will work with the Leadership Team, the full coalition, and its workgroups to further the vision, mission, values and strategic plan of AYDC.
- 2) The AYDC Director’s primary responsibilities to the Coalition include:
  - (a) Supporting AYDC to ensure the Coalition thrives, which includes but is not limited to convening the Coalition, fundraising for programs, overseeing the budget, and supervising staff.
  - (b) Reporting to and receiving guidance from the Leadership Team and Safe Alaskans Executive Director.

#### B) GENERAL AYDC MEMBERSHIP

- 1) **Participation in AYDC**
  - (a) Participation is open to interested public and private agencies, organizations, groups, businesses and individuals, who serve, live in, are employed in, or otherwise have a relationship within the Municipality of Anchorage.
  - (b) All individuals and representatives of public organizations will sign a participation agreement committing to the mission, vision and values of AYDC.
  - (c) Safe Alaskans and AYDC value, champion, and embrace inclusion in all aspects of the organization’s activities and respect others’ differences.
- 2) **Meetings**
  - (a) Meetings of the full coalition shall be scheduled on a monthly basis after school hours, at a convenient location.
  - (b) The Director will lead AYDC full coalition meetings or designate someone else to facilitate the meeting.

- (c) In the event that there may be or appears to be a conflict of interest between the member and the coalition and its activities, the member will state the conflict of interest and exclude themselves from participating in the decision.
- (d) New members are expected to attend an AYDC new member orientation.
- (e) Primary decision-making will be made by consensus. If it cannot be reached decisions will be based on a simple majority vote. These decisions will be brought to the leadership team.

## **C) LEADERSHIP TEAM**

- 1) **Purpose of the Leadership Team.** The Leadership Team members individually and jointly will work to further the vision, mission and values of AYDC. The AYDC Leadership Team will consult and assist in the selection, nomination, and performance evaluations of the Director with the Safe Alaskans Executive Director, who is ultimately responsible for hiring, supervising, and evaluating the AYDC Director. Responsibilities of the Leadership Team include:
  - (a) Advise the strategy-related work of the Director with input from the Coalition.
  - (b) Assist in fund development to ensure AYDC programs are fully funded.
  - (c) One to 2 members will serve on the Safe Alaskans Board of Directors.
- 2) **Individual Leadership Team Member Responsibilities**
  - (a) Sign a letter of commitment as an individual or as a representative of an agency to the mission, vision and values of AYDC.
  - (b) Attend the Leadership Team meetings and AYDC full coalition meetings.
  - (c) Participate in at least one Standing Committee or Work Group.
  - (d) Serve as liaison between organization and constituencies on AYDC activities.
- 3) **Composition of the Leadership Team**
  - (a) The composition of the Leadership Team will be made up of at least 5 and up to 13 individuals representing public and private organizations within the Municipality of Anchorage. These agencies/organizations should reflect the programs, services and opportunities available to Anchorage children and youth.
  - (b) The Leadership Team will be made up of individuals with a cross-section of skills and strengths to enable the LT to make the best decisions possible.
  - (c) **AYDC Chair Responsibilities:** The Leadership Team will have a Chair to advise the Director and ensure Coalition's efforts align with the strategic plan. The term of the Chair is a minimum of two years. LT Chair responsibilities include:

- (i) Providing support to the Director of AYDC, as a sounding board and advisor as needed.
  - (ii) Being available for time sensitive decision-making.
  - (iii) Representing AYDC as needed to funders, partners, and other stakeholders.
  - (iv) Facilitating the LT meetings and Full Coalition meetings when the Director is not available or as needed, with staff assistance.
  - (v) Facilitating Executive Sessions when only LT members are present.
- (d) **AYDC Vice-Chair Responsibilities:** The Leadership Team will have a Vice Chair that will, in the absence or disability of the Chair, perform the duties of the Chair. It is expected that the Vice Chair will become the Chair, when the current Chair's term is up. The LT Vice Chair responsibilities include:
- (i) Actively learning the role and responsibilities of the Chair
  - (ii) Assuming the role of the Chair should the Chair not be available or the position is vacant.
  - (iii) Being available for time sensitive decision-making in the absence of the Chair.
- (e) Director of AYDC (non-voting member)
- (f) Representative of Safe Alaskans (non-voting member)
- 4) **Criteria for Membership on the Leadership Team.** An AYDC member is eligible for membership on the Leadership Team providing the individual has:
- (a) Submitted an application that demonstrates a history of commitment to the mission, vision and values of the coalition.
  - (b) Received support of the organization they are representing, if they are representing an organization.
  - (c) If representing an organization, that organization has provided, within the last year, support to the coalition through in-kind services and/or a financial contribution.
  - (d) Have a demonstrated understanding of the work of the coalition.
  - (e) Attended a Leadership Team orientation with the AYDC Director and designated LT member, reviewing the history of the coalition and its purpose and procedures as outlined within this document.
  - (f) Is willing to make a personal donation to AYDC.
- 5) **Term of Office.** Subject to the removal provisions, LT members shall serve a three (3) year term. The LT terms will be staggered. On a yearly basis, one-third (1/3) of the board seats will expire. There is no maximum number of terms a LT member can serve. LT membership will run from January to December of each calendar year.

- 6) **Vacancies.** Any vacancy of the LT arising from death, resignation, removal or other cause, shall be filled by the LT by majority vote for the remainder of the unexpired term of his or her predecessor in office.
- 7) **Leadership Team meeting facilitation**
  - (a) The Director will run all Leadership Team meetings or designate someone else to facilitate the meeting.
  - (b) In the event that there appears to be a conflict of interest between an LT member and this coalition and its activities, the LT member will state that conflict of interest and exclude themselves from participating in the decision.
  - (c) Primary decision-making will be made by consensus. If it cannot be reached decisions will be based on a simple majority vote.
  - (d) Quorum for decision-making at a meeting is 50% plus one (1) of the current leadership team members.
- 8) **Grounds for removal**
  - (a) The member has not participated according to its duties outlined above.
  - (b) The member misses three (3) consecutive Leadership Team meetings without notifying the AYDC Director.
  - (c) Member will be removed from the LT and not permitted to attend meetings until a formal request for reinstatement is received in writing and approved by the Leadership Team.
- 9) **Leadership Team Member Emeritus**
  - (a) Eligibility. To be considered for designation as a Leadership Team Member Emeritus, an individual must be a current or former member of the AYDC Leadership Team who:
    - (i) Served on the AYDC Leadership Team for five or more years
    - (ii) Made and continues to make meaningful contributions to AYDC
    - (iii) Participates in one or more ongoing AYDC activities (e.g., committee work, fund-raising, advocacy, networking, training, etc.)
  - (b) Election. Any current Leadership Team member or staff can nominate a person to become a Leadership Team Member Emeritus. The nominator shall present the nomination(s) along with supporting statements to the full Leadership Team for its consideration. A simple majority vote of leadership team members present at a meeting at which a quorum is present is sufficient to approve an appointment.
  - (c) Materials and Access. Leadership Team Members Emeriti will receive all of the materials that are electronically sent to all current Leadership Team members. Leadership Team Members Emeriti will have access to and are encouraged to attend all meetings of the Leadership Team.

- (d) Participation. Leadership Team Members Emeriti do not have voting rights, but are encouraged to contribute fully to Leadership Team discussions, committees, and the work of AYDC.

## **D) STANDING COMMITTEES AND STRATEGY WORK GROUPS**

- 1) **Standing Committees:** The standing committees of AYDC will advise the Leadership Team on strategies and programs. If possible, one or more Leadership Team members shall be a part of each committee. Standing committees shall meet at the call of the Chair, or as directed by the Leadership Team.
  - (a) Four standing committees:
    - (i) Training: This committee ensures the continuous assessment of Coalition training needs and preferences; identifies partners and talent for training delivery; and plans AYDC training venues, including Full Coalition spotlights, Brown bags, and special training venues.
    - (ii) Membership: This committee is responsible for helping to develop fundraising strategies, including the general membership of the coalition.
    - (iii) Advocacy: This committee is responsible for reviewing proposed Advocacy positions and making recommendations.
    - (iv) LT Enrichment: This committee is responsible for supporting the Leadership Team (LT). It will convene every October to identify and nominate a slate of qualified candidates. It will also provide orientation and training for LT members, identify a chair and vice chairs, and assist in soliciting LT member donations.
- 2) **Work Groups:** The Director will develop Work Groups as needed to carry out the work of the coalition. Composition of each Work Group will be diverse and adequate to meet the tasks assigned. Work Groups are specific, time-limited projects or initiatives planned and implemented to address the needs of coalition membership.
- 3) **Standing Committee and Work Group - Member Responsibilities:**
  - (a) To actively participate and promote the AYDC mission, vision, and values while developing and implementing committee/workgroup goals and objectives.
  - (b) To represent the needs and resources of the community and bring forth issues, concerns, feedback and recommendations for collaboration, programs, policy.
  - (c) Report back to the Leadership Team and full Coalition on a regular basis.
- 4) **Standing committee/ Strategy Work group meetings:** A written notice of the time and place of all meetings shall be provided to the AYDC Director. Copies of all minutes will be forwarded to the AYDC Director within one week after a scheduled meeting so they can be sent to the appropriate parties.
  - (a) Facilitation - Each committee meeting will have someone facilitate the meeting.
  - (b) Quorum - A Quorum shall exist when a majority (50% + 1) of the Committee is present.

- (c) Conflict of Interest - When such apparent or potential conflict of interest arises, the affected member shall disclose such conflict of interest and disqualify themselves from voting on the matter.
  - (d) Decision-making will be made by consensus. If it cannot be reached decisions will be based on a simple majority vote.
- 5) **Special Meetings:** Special meetings of the Leadership Team or General Members of the Coalition may be called by the Director, the Chair of the Leadership Team, or upon written demand of at least five (5) members. Notice of the hour, date and place and purpose of any special meetings of the leadership team or the general members of the coalition shall be given in writing to the Director and must be received by each member at least two days before the scheduled date for such special meetings. No business other than that specified in the notice may be transacted at any special meeting of the leadership team.

#### **IV. ADOPTION/AMENDMENT OF PURPOSE AND PROCEDURES**

- 1) The adoption of and amendments to these purposes and procedures shall require an affirmative vote of a majority of the Leadership Team members.
- 2) AYDC Leadership Team will review the Purposes and Procedures on an annual basis.
- 3) Approved, as amended, by the AYDC Leadership Team this 25<sup>th</sup> day of January 2017.