

## **Guiding Principles of Healthy Rowan**

These guiding principles shall become effective and apply to actions taken on or after the date of approval indicated at the end of this document.

### **Article 1. Name**

The organization shall be known as Healthy Rowan, *A Community Coalition*.

### **Article II. Address**

The organization shall be located at 1811 E. Innes St. Salisbury, NC 28146 at the Rowan County Health Department. Additional office sites include the Community Care Clinic of Rowan County at 315-G Mocksville Ave, Salisbury, NC 28144.

### **Article III. Purpose**

Healthy Rowan was created to utilize the cooperative strength of many community partners to identify and address health and quality of life issues in Rowan County. This collaborative alliance includes representatives and leaders from healthcare, government, business and industry, human services, community service agencies, medical service providers, educational institutions, the general population and the faith community.

### **Article IV. Mission Statement**

*The mission of Healthy Rowan is to work across organizations to educate, collaborate, and advocate to improve health outcomes in Rowan County.*

### **Article V. Accountability**

Healthy Rowan shall be accountable to the Healthy Rowan Executive Committee, namely: Novant Health Rowan Medical Center, Rowan County Health Department, Rowan County Government, the City of Salisbury Government, the Community Care Clinic of Rowan County, Inc. and any funding partners.

### **Article VI. Organizational Structure**

The organization shall consist of two staff members, an Executive Director and Administrative Assistant; a Coalition with a Chair and Vice Chair, Executive Committee, and special task forces and/or committees established by the board or appointed by the Chair as needed.

## **Section A. Coalition**

### **1. Membership**

The coalition shall have a minimum of 20 members. Members shall include key leaders from agencies, organizations, or individuals who have an impact on or interest in community health, are committed to the purposes of Healthy Rowan, are broadly representative of the community, and mirror the racial diversity of the community. Membership should include representatives from any funding partners and those on the Executive Committee.

- b. Coalition members will be selected based on priority needs identified in the Community Needs Assessment report and will serve a three-year term. Healthy Rowan members renew their commitment each year in January.
- c. The Executive Committee shall be responsible for the retention and recruitment of members.

2. Role of Members

Members of the Healthy Rowan Coalition meeting shall attend regular meetings, be active participants in group decision making, actively work toward the mission uniting to create a healthier community, and shall provide expertise and support to established task forces and committees.

3. Officers and Duties

Officers of the Coalition shall consist of a Chair and Vice-Chair.

- a. The terms of office shall be as follows with a limit of four consecutive terms or eight years.

Chairman – two years

Vice-chairman – two years

- b. The Executive Committee shall identify the slate of officers. The slate of nominees will be submitted to the Coalition and the selection of officers will be announced at the June meeting. The new officers shall assume office on July 1.

- c. Duties of the Chair

The Chair shall be the presiding officer at all meetings and shall be responsible for overseeing the operation of the Advisory Board. The chair shall also be a spokesperson and advocate for Healthy Rowan.

- d. Duties of the Vice-Chair

The Vice-Chair shall preside in the absence of the Chair, shall assist the Chair in duties and activities as needed, and assume the Chair's responsibilities should the position become vacant.

4. Meetings

Regular meetings of the Coalition shall be held monthly on a date and time established by Healthy Rowan Executive Director and Chair to accommodate maximum attendance. A Coalition meeting may be called for matters deemed urgent and necessary by the Chair or the Executive Committee.

5. Attendance

Members are expected to attend meetings and participate on a regular basis and notify staff when unable to attend. Three consecutive absences will require a meeting with the Executive Director to address barriers and provide all past information.

6. Voting

Those in attendance at regularly scheduled meetings shall constitute a quorum. Majority vote rules.

## **Section B. – Staff Roles**

### **1. Executive Director**

The Executive Director shall administer and coordinate the functions of the Coalition as directed. He/she shall ensure that minutes of all board, committee, and task force meetings are recorded, distributed, and a copy retained for the permanent files. The Executive Director shall routinely report progress to the Executive Committee, Coalition, and any funding agency board. He/she shall represent Healthy Rowan at relevant government and private sector meetings/committees, and shall staff the task forces established by the Advisory Board. The Executive Director shall serve as an ex officio member of the Coalition.

### **2. Administrative Assistant and/or Program Coordinator**

The Administrative Assistant, or Program Coordinator, shall report to the Executive Director and shall provide support to the Executive Director, Coalition, Executive Committee, task forces and other duties as may be assigned from time to time. The Administrative Assistant is responsible for scheduling and taking minutes at all Executive Committee and Coalition meetings. If a Program Coordinator is hired, they are responsible for implementing Evidence-based interventions as outlined by funding.

## **Section C. - Executive Committee**

There shall be an Executive Committee comprised of representatives from: Novant Health Rowan Medical Center, Rowan County Health Department, Rowan County Government, the City of Salisbury Government, the Community Care Clinic of Rowan County, Inc. and any funding partners. New members selected based on priority needs should be key community stakeholders who have knowledge on the identified area and have demonstrated the ability to create change to improve community health. The selection of new Executive Committee member(s) by nominations will occur through existing Executive Committee members.

The role of the Executive Committee is to oversee the day-to-day operational activities of Healthy Rowan and the Coalition. The Executive Committee shall meet on a monthly basis to review progress, address new issues, direct the staff, set agendas for Coalition meetings, oversee retention and recruitment of members to assure that membership is reflective of the community, assist in membership orientation for new members, and attend to other business as necessary or desired. Three consecutive missed Executive Committee meetings will result in termination from the Executive Board and is subject to a committee vote.

## **Section D. - Special Task Forces/Committees**

Special committees or task forces will be established as desired to address needs of the Advisory Board and to address community health issues. A special committee shall limit its activities to the accomplishment of the task for which it was established and shall have only those powers that are expressly conferred upon it by the chairman or membership.

## **Article VII. Financial Procedures**

### **Section A.**

Healthy Rowan staff are employed, or contracted, by the funding agencies. The organization Budget is grant-based until December 2022 following a fiscal year from December 1 - November 30 of 4

**Section B.**

Financial books shall undergo audits annually as part of the Novant Health Rowan Foundation audit, or any fiduciary agency identified to fund the coalition.

**Section C.**

The Executive Committee shall have the authority to solicit and accept moneys, grants, and other forms of support as needed to financially support the program. The Coalition shall review any donations before accepting the money and any obligation incurred by the Coalition will be in written form and must be approved by the Committee. All funds shall be used exclusively for the furtherance of the purposes of Healthy Rowan and in keeping with rules and procedures of the funding agency.

**Section D.**

Officers, Coalition members, or Task Force members shall receive no monetary compensation for their work in said capacity, other than reimbursement for expenses as approved by the Executive Director. The Coalition reserves the right to retain, contract with, or hire such consultants, trainers, or other experts as the Board may deem advisable from time to time.

**Article VIII. Parliamentary Authority**

Rules contained in Robert’s Rules of Order Revised shall govern the Coalition in all cases in which they are not inconsistent with the bylaws of the organization.

**Article IX. Term of Organization**

The term of the Coalition shall be perpetual.

Approved by the Healthy Rowan Executive Committee and adopted by Coalition:

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Approval Date

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Executive Committee Members

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Alyssa Smith, Executive Director