



Mission Statement: To eliminate substance abuse through community effort.

Vision Statement: Our dream is through God's guidance, we unite our community, and create an environment that encourages the elimination of substance abuse, so our children and families can thrive in a spiritual, moral, healthy, drug-free environment.

Memorandum of Understanding (MOU)

Steering Committee

This agreement is between the Concho Valley CARES Coalition and _____, of _____ sector and shall be from _____ until September 29, 2010.

The Steering Committee will consist of representation from the 12 sectors as outlined in Drug Free Communities (DFC) Grant: business community, civic and volunteer group, healthcare professional, uniformed law enforcement, media, parents, religious/fraternal, governmental agency with an expertise in the substance abuse field, school, youth (under 18), and youth-serving organization.

Each sector may have more than one representative on the Steering Committee. The maximum amount of members allowed on the Steering Committee will be sixteen.

The Steering Committee will also consist of the DFC funded staff; coordinator and project director.

The Steering Committee is the decision-making body of the CV CARES Coalition.

I. Membership Criteria

1. Serve without pay
2. Serve for a term of commitment for 1 fiscal year, renewed annually
3. Attend a minimum of 7 Steering Committee meetings so members are allowed to miss up to 3 meetings

II. Membership Responsibilities

1. Jointly set policies for its own programs
2. Jointly plan and work towards CV CARES goals and objectives to remain in compliance with funding source
3. Jointly oversee the daily operation of its activities and programs
4. Jointly direct any CV CARES volunteers working on its programs
5. Create, approve, and follow budget in compliance with the requirements of funding source

III. Meetings

1. Regular meetings of the full Concho Valley CARES Coalition, one of which shall be the Annual Luncheon, shall take place a minimum of 4 times per year. Concho Valley CARES Coalition meetings may be called by the Steering Committee. Panel meetings are held at the discretion of each panel.
2. Written notice of meetings and agenda shall be emailed to each member at least 2 days in advance of each meeting.



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IV. Physical Voting

1. A majority of Steering Committee members at a meeting constitutes a quorum (i.e., one more than half the members present)
2. Passage of a motion requires quorum
3. In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date

V. Electronic Voting

1. Issues and motions can be made electronically (i.e. email)
2. Passage of a motion requires a quorum (responses in writing from one more than half the members present)
3. In absence of a quorum, no formal action shall be taken except to postpone the vote until the next Steering Committee meeting

VI. Criteria for Dismissal

1. Steering Committee members with a minimum of 4 absences within a 12 month period may be dismissed from the Steering Committee
2. Steering Committee members at risk for dismissal may appeal by submitting documentation of special circumstance

VII. Sector Vacancies

1. Vacancies will be filled by the Steering Committee, upon the recommendation of any CV CARES member

By signing, I have agreed to the terms outlined in this document.

Sector Representative Signature

Chair Signature

Dated this _____ day of _____, 20____

Amendment

This agreement may be amended by mutual consent of both parties; however such agreements **must be** in writing and signed by both the individual and either the CV CARES Program Director or CV CARES Coordinator.