



Partners for Suicide Prevention Coalition Guidelines

Statement of Background

Suicide Prevention Coalitions have emerged as a valuable tool in addressing suicide prevention throughout New York State. In 2016, Monroe County embarked on a needs assessment to determine interest and role for a local suicide prevention coalition. In partnership with the Suicide Prevention Center of NY, a wide variety of local stakeholders determined the importance of establishing Partners for Suicide Prevention in order to:

- Address suicide prevention across the lifespan and diverse populations;
- Promote awareness of suicide as a public health concern;
- Be a centralized hub of resources that exist throughout Monroe County; and
- Make meaningful use of data.

Mission Statement

Partners for Suicide Prevention is a community coalition that promotes awareness and use of resources for all people of Monroe County to build hope and resilience.

Vision Statement

We envision a community where individuals choose to use skills and resources as an alternative to suicide.

Partnership

Partnership is open to any person/organization that is interested in furthering suicide prevention in Monroe County, NY and agrees to support the Coalition's Mission Statement. Partnership may include (but not limited to) treatment providers, community-support providers, businesses, schools, those with lived experiences, faith based organizations, government entities, research institutions, and/or law enforcement/first responders.

Individual Partners are defined as persons that embrace the purposes of the coalition. Organizational Partners are defined as formally organized groups, companies, agencies, partnerships, etc. that embrace the mission and purposes of the coalition. For Organizational Partners, a Memorandum of Understanding shall be signed by the organization's Chief Executive officer (CEO) or other authorized agency representative, and shall identify the organization's designated representative by position or name.

Partners shall assist in developing and supporting activities of the Coalition and actively participate in meetings and activities as scheduled.



Coalition Leadership

An Advisory Committee, under NAMI Rochester Board of Directors, shall lead the Coalition. A Chair, that is a member of the NAMI Rochester Board of Director, shall lead the Advisory Committee. The NAMI Rochester Executive Director participates on the Advisory Board, as does the NAMI Rochester Suicide Prevention Program Manager. Roles and responsibilities shall include:

- A. Coalition Chair (Volunteer Position):
 - 1. Participate as member of NAMI Rochester Board of Directors;
 - 2. Announce, chair, facilitate and build agenda for general and special general meetings;
 - 3. Participate as an ex officio member of all committees;
 - 4. Represent the Coalition to the public and the media (shared with NAMI Rochester Exec. Director);
 - 5. Serve as a community liaison and main representative for the Coalition;
 - 6. Make timely decisions between general and special meetings in consultation with the P4SP Advisory Committee; and
 - 7. Appoint Secretary and/or Committee Chair(s) as needed following resignations to ensure adequate representation of the Coalition Constituency.

- B. Coalition Secretary (Volunteer Position):
 - 1. Maintains Coalition roster and attendance at meetings;
 - 2. Records meeting minutes and distributes to Coalition partners; and
 - 3. Coordinate Coalition-wide communication and announcements.

- C. Coalition Advisory Group Member (Volunteer Position):
 - 1. Provides input to the strategic plan of the Coalition; and
 - 2. Chairs workgroups and committee assigned.

- D. Suicide Prevention Program Manager (Paid Position by NAMI Rochester):
 - 1. Implement the Coalition's mission and activities;
 - 2. Provides quarterly finance report to P4SP Advisory Committee;
 - 3. Responsible for carrying out the day-to-day operations of the Coalition goals and shall be responsible to the Chair within the plan adopted by the Advisory Team;
 - 4. Serve as an ex-officio, non-voting member of the Coalition's committees; and
 - 5. Responsible for supervising other staff as is required to carry out the mission and purpose of the Coalition.

Letters of resignation for volunteer Coalition leadership positions should be submitted to the Chair.

In the event of a removal from a volunteer Coalition leadership position, evidence of harm to the Coalition through the individual's actions should be brought to the attention of a member of the Advisory Committee who shall then bring forward to the Chair. Credibility of such evidence must be substantiated through a full consensus of the Advisory Committee.



Meetings

- A. Advisory Group Meetings: Take place monthly and consist of the Chair, Secretary, NAMI Rochester Executive Director, NAMI Rochester Suicide Prevention Program Manager and Committee Champions.
- B. Community meetings: General meetings shall take place every other month to promote education and awareness of suicide prevention, intervention and post-vention best practices and community resources.
- C. Committee meetings: Committee members shall decide the date, time and location of its regular meetings.

Committees

Efforts will be made to ensure that, at a minimum, representatives from treatment providers, community-support providers, schools, those with lived experiences, government entities, research institutions, and law enforcement that become Partners will be included in each committee. Any Coalition Partner may attend any committee meeting. New committees and Committee Lead appointments shall be approved by the Advisory Committee. Annual review of Committees and Lead appointments, by the Advisory Committee, will ensure continued alignment with the Mission and Vision. Committees may create and oversee workgroups to assist in meeting Coalition goals.

Voting

Any vote put before the Advisory Committee by the Chair shall be at an Advisory Committee meeting for which a quorum is present. For purposes of these guidelines, a quorum shall mean a majority of its advisory membership. No proxy vote shall be allowed.

There will be three categories of voting:

- A. A Committee category vote shall deal with noncontroversial issues involving the general course of business of the Coalition.
- B. Guidelines category votes shall deal with changes to the Coalition's Guidelines.
- C. Election of Advisory Committee, Chair and Secretary Positions:
 - 1. Nominations and Election of Advisory Committee Chair shall follow terms and schedule of NAMI Rochester BOD bylaws.
 - 2. Appointments to the Advisory Committee shall be from January 1- December 31. There are no restrictions to the number of members or terms of members.

Fiscal Agent Responsibility

NAMI Rochester shall be the Coalition's Fiscal Agent with responsibility for developing and adhering to an annual budget, documenting the receipt and payment of all funds, and for management of all other fiscal and administrative duties. NAMI Rochester will provide a written financial report to the Advisory Committee on a quarterly basis regarding income and expenses of the Coalition Budget.

**Effective Date**

The effective date of these guidelines is January 1, 2018. These guidelines shall remain in effect unless and until amended in part or rescinded in their entirety by the Steering Committee. Amendments may be considered annually or by request to the Executive Committee. Dates of amendment(s) shall be recorded here:

Amended 11/4/19