



COALITION ORIENTATION

VISION:

"Leelanau County is a Healthy, Safe and Knowledgeable Community."

MISSION:

"To prevent and reduce youth substance use in our diverse community through collaborative planning, community action, and policy advocacy."

Goals

1. Enhance collaboration, and the capacity & knowledge base of the coalition in support of the Drug Free Communities grant.
2. Develop an environment that will **decrease youth marijuana use** by 3% by 2023.
3. Develop an environment that will **decrease underage drinking** by 5% by 2023.
4. Develop an environment that will **prevent an increase in youth prescription and over the counter medication abuse** by 2023.
5. Develop an environment that will **decrease youth vaping** by 5% by 2023.

COALITION DOCUMENTS:

- Communication Policy
- Code of Conduct and Conflict Interest Policy
- By-Laws
- 5-year Strategic Plan and current year Action Plan

I have participated in the Coalition orientation and received the above documentation.

Name Printed

Signature

Date



COMMUNICATION POLICY

In order to maintain the highest integrity of the organization, it is important that the dissemination of information about Leelanau County Substance Abuse Prevention Coalition (LCSAPC) be presented in the most positive, accurate and consistent manner possible. This policy sets forth a communications guideline to ensure such integrity is upheld.

Volunteer Communication Policy

As set forth in the "Code of Conduct and Conflict of Interest Policy", each LCSAPC volunteer agrees to support and promote the Mission and Vision of LCSAPC and promote public confidence in the organization through the values of respect, teamwork, positive attitude, professionalism, accountability, and truth. Therefore, it is the expectation of LCSAPC volunteers that any communication regarding the organization be in support of and consistent with the Mission and Vision of the organization. This includes verbal and written communication, including via online and social media.

Media Inquiries

When an inquiry is made from the media to any LCSAPC Coalition Member or volunteer, the media shall be referred to the official spokesperson. The official spokesperson shall be the Director (Coordinator) of the Coalition or their designee. In the event the Director or the designee is unable to fulfill these duties and obligations, the spokesperson shall be the either the Chairperson or Vice Chairperson.

Public Speaking

Any community events or presentations on behalf of the Coalition need to be approved by the Director of the Coalition. As appropriate, the Coalition will develop a Speakers Bureau consisting of trained volunteers.

Printed Materials

All materials that are printed and distributed on behalf of the Coalition need to receive prior approval from the Coalition Director.

As a volunteer and meeting participant of the Leelanau County Substance Abuse Prevention Coalition I agree to the above communication policy.

Signature

Name Printed

Date



CODE OF CONDUCT & CONFLICT INTEREST POLICY

The Leelanau County Substance Abuse Prevention Coalition is committed to an organizational culture that concerns the physical, social, and emotional well being of children and families in Leelanau County in accordance with a Code of Conduct that promotes ethical, respectful, honest and safe behavior. The Code of Conduct is an affirmative statement of our individual responsibility to act in a manner consistent with the principles established in this Code. The Code of Conduct does not cover every possible situation that may arise but emphasizes the shared common values that should guide our actions.

This code of conduct reflects and guides the conduct of all levels of volunteers and representatives of LCSAPC, and LCSAPC's relationship with any subsidiary organizations.

PERSONAL INTEGRITY

A personal commitment to integrity in all circumstances benefits each individual as well as the organization. Each LCSAPC volunteer and representative shall:

- Support and promote the Mission and Vision of the LCSAPC in all our work.
- Treat each person with respect, dignity and courtesy at all times.
- Uphold the standards for service excellence: respect, teamwork, positive attitude, professionalism and accountability.
- Not tolerate any conduct or treatment of others that is inappropriate, disrespectful, abusive or illegal.
- Respect and seek out the truth and avoid misrepresentation.
- Ensure fairness and objectivity in all activities.
- Set an example, as a volunteer and representative of a leading nonprofit organization, for high standards of professionalism.
- Honor the right of privacy of all people, including volunteers, contributors, and beneficiaries.
- Promote public confidence in philanthropic institutions.

ACCOUNTABILITY AND EFFICIENCY

LCSAPC has responsibilities to its community, which includes local agencies, donors and other stakeholders. These customers have placed faith in LCSAPC. To uphold this trust, LCSAPC volunteers shall:

- Make full and fair disclosure of all relevant information to the community, who has a right to know how their dollars are spent.
- Spend the community's money wisely, efficiently and objectively.
- Be good stewards of membership fees, grants, and other contributions that are utilized by LCSAPC to pay operating expenses, salaries and employee benefits, and refrain from allowing expenditures of LCSAPC funds that by their nature or amount do not directly advance LCSAPC's mission.
- Avoid conflicts of interest or the appearance of conflicts of interest.
- Report any potential conflict of interest in advance to the Board President.
- Preserve LCSAPC assets, including time, materials, supplies, equipment and information and protect them from theft, damage or other misuse, this includes not diverting LCSAPC assets for personal use or benefit.
- Not use organization funds, properties or services directly or indirectly for the purpose of influencing the nomination or election of individual candidates to political office.

RESPONSIBILITIES OF VOLUNTEERS

Volunteers represent LCSAPC and set examples through their ethical conduct and professionalism.

- Volunteers review the Code of Conduct of LCSAPC and ensure that they adhere to the spirit of the code when making policy or otherwise managing the affairs of the organization.
- A volunteer does not knowingly take any action or make any statement intended to influence the conduct of LCSAPC in such a way as to confer any financial benefit on such volunteer, a member of his or her immediate family, or any corporation in which he or she is a member and has a significant interest as stockholder, director or officer.

CONFLICT OF INTEREST

To avoid even the appearance of a conflict of interest, which would tarnish the image of the organization and undermine the public's trust in LCSAPC. Coalition Members and LCSAPC volunteers shall:

- Avoid any activity or outside interest which conflicts or appears to conflict with the best interest of LCSAPC. Any involvement with a current or potential LCSAPC vendor, grantee, or competing organization shall be cleared with the Executive Committee.
- Refrain from participating in or influencing any decision or other action of LCSAPC that could result in a direct or indirect benefit to his or her family or any organization with which the employee is substantially affiliated.

The LCSAPC Executive Committee supports the principal that a voluntary agency must have an active, responsible governing body whose members have no material conflict of interest in any decision.

- **Conflict of Interest:** A conflict of interest arises when a Coalition or Committee member has a financial interest in, a relationship to, and/or involvement in an issue that is presented to the Coalition or a Committee for action. A conflict may also arise when a Coalition or Committee member is a member of any **funded** agency Coalition or Committee and the decision of the LCSAPC will directly affect that **funded** agency, its program, its budget, and/or its allocation from the LCSAPC. Should a conflict arise through conditions other than those mentioned, the Coalition or Committee member so affected shall disclose the nature of the conflict to the Coalition or Committee. The Coalition or Committee member shall be permitted to participate in the discussion but shall be disqualified from voting on the issue in question. The Secretary of the Coalition or Committee shall note in the minutes of the meeting that the conflict of interest has been disclosed and that the Coalition or Committee member has not voted on the issue.

CONFIDENTIAL INFORMATION

Confidentiality is a hallmark of professionalism. Each LCSAPC volunteer shall:

- Ensure that all information which is confidential or privileged or which is not publicly available is not disclosed inappropriately.

- My signature below is to acknowledge receipt of the LCSAPC Code of Conduct.
- I understand that failure to comply with the Code of Conduct is a serious matter, which may lead to disciplinary actions, up to and including termination.
- I understand that I have an affirmative duty to report concerns or possible violations of this Code of Conduct to the proper individuals within the organization, the Coalition Chairperson.

Your Role:

- Volunteer Coalition Member
- Other Volunteer

Print Name

Signature

Date