



**Foundational Statements**  
**Approved on 11/30/16**

**Mission**

*We bring the community together to prevent, heal, and treat ACEs while promoting resiliency.*

**Vision**

*Our community is united, safe, and resilient.*

**Guiding Principles/Values (NOTE: gleaned from text contained in draft operating agreements)**

- Sonoma County ACEs Connection
  - is a grassroots community coalition;
  - is a learning community, welcoming everyone who is interested in learning more about ACEs for themselves or their organizations;
  - practices cultural humility and inclusivity, working at both the community and individual levels;
  - strives to achieve consensus decision-making; and
  - ensures leadership that demonstrates integrity, inclusiveness and sensitivity to all people, clear communication, transparency, and positive, strengths-based leadership.

**Overarching Goals**

**Community Capacity Building (Short Term, included in Mobilizing Action for Resilient Communities MARC grant)**

1. Develop a community coalition complete with identified structures or working guidelines
2. Develop an ACEs and Resiliency Speaker's Bureau with trained presenters (Master Trainers and Presenters in the ACEs & Resiliency Fellowship program)
3. Create linkages between the work of Sonoma County ACEs Connection and other Sonoma County Initiatives such as: Maternal Child Adolescent Health Action Plan, Health Action, First 5, and the Upstream Investment Policy Initiative.

**Community Outcomes (Longer Term, strategic plan pending post- Mobilizing Action for Resilient Communities MARC grant)**

1. There is greater awareness of ACES throughout Sonoma County
2. The community and the organizations that serve its families become educated about Adverse Childhood Experiences and how to become trauma informed providers
3. Support organizations to build resilience in all populations they serve.

**Operational Guidelines**  
Steering Committee Approved on 07-11-2017

**STEERING COMMITTEE**

Steering Committee duties include: 1.) coordinating committees and managing business between Sonoma County ACEs Connection meetings, 2.) facilitating regular communication between committees, and 3.) setting monthly Sonoma County ACEs Connection meeting agendas; 4.) participating in Steering Committee Meetings (which may meet monthly); and 5.) making financial and policy decisions on behalf of the Sonoma County ACEs Connection Coalition (hereinafter “Coalition”) participants.

The Steering Committee should be composed of the following persons:

Position	Representation	Selection Process
Elected Officers	Their designated role & responsibility	Elected by full membership via eballot
Standing Committee Chairs (or designee)	Representing the Committee	Selection by Committee
At Large Members or Consulting Field Experts (up to 3) <sup>1</sup>	Diversity of the community	Appointed by Steering Committee as needed and approved by membership attending the following ACEs Connection meeting
Fiscal Agent	Fiduciary Oversight	Appointed by Fiscal Agent
Project Staff (non-voting) Project Manager (non-voting)	Provides administrative support and technical assistance	Appointed by grant-funded partner agency

**ELECTED LEADERS**

Elected Leaders are responsible for the operation of the Sonoma County ACEs Connection. The elected leadership positions shall include: Chair, Co-Chair, Secretary, and Treasurer. All Elected Leaders must be active participants in the Sonoma County ACEs Connection coalition meetings.

The values/principles that the Elected Leaders will demonstrate are: integrity, inclusiveness and sensitivity toward all people, communicative, transparent, and positive-based strength leadership.

**ELECTION**

Steering Committee Members and coalition participants can nominate themselves or others to fulfill roles. All elected leaders shall be elected by an e-ballot during the month of September. Steering Committee duties will begin in October.

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<sup>1</sup> The role of at-large members is intended to ensure diversity and to offset perceptions that any one entity or one type of group dominates the agenda.

## **TERM OF OFFICE**

The elected leaders of Sonoma County ACEs Connection shall serve for a term of two years, without term limits.

## **FILLING OF VACANCIES**

Any vacancy shall be filled by the affirmative vote of the membership by eballot. Any officer elected or appointed to fill a vacancy shall hold office until the end of the original term of office that they are completing.

## **DUTIES AND RESPONSIBILITIES**

The responsibility of each role is as follows:

Co-Chairs: Serve as liaisons between the subcommittees and Coalition, develop meeting agendas with the assistance of the Steering Committee, serve as meeting moderators, represent the Coalition in the community, promote collaboration, practice conflict resolution, facilitate decision-making, remain open to diverse options and points of view, and serve as signatories on Coalition documents.

Secretary: Works with the Sonoma County ACEs Connection Project Staff to develop, review and edit written documents created by and for the Coalition. The Secretary ensures meetings are recorded and ensures the Coalition's activities are in line with the guidelines and work plan. The Secretary creates meeting sign in sheets, and ensures these and other meeting documents are stored with the Project Director. The Secretary posts all meeting notes and documents on Sonoma County ACEs Connection, and sends meeting announcements and materials to the ACEs Connection mailing list.

Treasurer: is signatory on bank account, and deposits (with staff support) and distributes checks by direction of the Steering Committee. The treasurer gives an update on all financial activity and membership status at each meeting, and will annually provide documentation for all expenditures to the fiscal agent for auditing purposes. The Treasurer, with the approval of one other elected official, may also authorize expenditures for \$250 or less without the approval of the full Steering Committee.

County Staff: As part of the Mobilizing Action for Resilient Communities grant-funded project, the County of Sonoma will continue through September 2017 to provide project staff to support grant activities. Staff roles may include: Project Manager, Project Staff, Evaluation Team Members, and Other In-Kind Staff Support. When the grant ends, other sources of support will be pursued.