



Charlestown Substance Abuse Coalition (CSAC)

Steering Committee Membership

The Charlestown Substance Abuse Coalition (CSAC) has an elected Steering Committee which leads CSAC by motivating people to join in the vision and helping create the tools and strategic direction that will allow CSAC to reach its mission and goals. The Steering Committee has representation from residents, local businesses and nonprofit organizations. Each year, or as necessary when a member leaves, the Steering Committee selects additional Steering Committee members from a pool of CSAC applicants. The Steering Committee votes on all nominees. Each organization designating a member may also designate an alternate, who may participate in the Committee meetings in the member's absence. Any member of the Steering committee may resign at any time by submitting a resignation, in writing, to the Chair(s). The resignation will become effective upon its acceptance by the Steering committee. Each working group or community should have representation on the steering committee. Steering committee members embrace CSAC's identified values and work in a spirit of respect and support for each other and all Coalition members.

Charlestown Substance Abuse Coalition (CSAC)

Mission Statement

We are a community based Coalition of residents, businesses, organizations, professionals and advocates who work together to reduce substance abuse among youth, adults and families. Through a unified, collaborative approach, we utilize existing community resources, organize programs to identified needs and harness the energy and commitment of all to provide a safe, healthy environment in Charlestown.

Values:

We believe that in order to be successful, we need to identify, assess, organize and maximize the assets and successes of our community. We value a collaborative approach that is inclusive of everyone who lives/works in Charlestown. We are committed to:

- Honesty and integrity in our working together towards our mission.***
- Listening to one another and learning from our successes and failures***
- Calling our community to action through outreach, awareness and a commitment to our mission***
- Including youth and parents in the entire process***
- Being respectful of and accountable to our community***

STEERING COMMITTEE ROLES AND RESPONSIBILITIES

The roles and responsibilities of the steering committee members are to:

1. Assure that the mission/goals are being carried out with integrity.
2. Identify issues and needs of the community, as they arise, to be addressed by the Coalition, and as they are relevant to the mission of the coalition
3. Discuss and support efforts to build the Coalition's capacity, development and sustainability
4. Attend and actively participate in the Steering Committee and CSAC Community Meetings and activities.
5. Communicate information back to their own agencies/organizations/ members or constituents and to the community at large. Promote and market the Coalition, its value and accomplishments to the community.
6. Prioritize and guide CSAC activities, efforts and activities, with the Coordinator
7. Review the budget, the annual workplan and grant opportunities.
8. Approve new Steering Committee Members and mentor new members for integration.

Process for Applying

- Once a year membership will be reviewed by the steering committee, and if needed, an announcement will be made of openings and a timeline for when applications will be due. An announcement of openings will be posted on the CSAC website and information disseminated via The Patriot Bridge and through local organizations. An application will be available on the website or can be obtained from CSAC staff.
- Applicants will meet with an existing steering committee member as designated through CSAC staff. This individual will talk with you about the responsibilities of being a member and will help you with the application process as needed. Contact CSAC staff, Beth Rosenshein (Brosenshein@partners.org, 617 726-6684) or Jen Kelly (JKelly14@partners.org, 617 726-0059) and one of them will help you through the process. CSAC staff is located at the Charlestown Boys & Girls Club, 15 Green St Charlestown.
- Applicants complete the written application and return it to the CSAC Coordinator at the Charlestown Boys & Girls Club, 15 Green St Charlestown.
- Steering committee members will determine number of seats open, review applicants and, based on criteria above, decide on which applicants will be invited to be members of the steering committee.