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Ohio Women's Network Of Alcohol, Tobacco and Other Drug Programs

GUIDING PRINCIPLES

Mission Statement

The Ohio Women's Network is a diverse group of professionals providing leadership in the provision of gender specific and gender competent alcohol, tobacco and other drug programming for women whose mission is to strengthen collaboration and coordination among the various programs providing services to women and children; to develop and disseminate "best practices" among such programs; to improve identification and referral of substance abusing women by human services agencies; to assure women's access to clinically appropriate treatment and to increase awareness of women's substance abuse and effective treatment technologies.

Vision Statement

To enhance the integrity of women's alcohol, tobacco and other drug treatment, intervention, prevention and recovery programs within a system that maintains accountability and value.

Article I General Provisions

Section 1 Name

The name of the Organization shall be the Ohio Women's Network of Alcohol, Tobacco and Other Drug Programs.

Section 2 Purpose

The Ohio Women's Network is open to all Ohio Department of Alcohol and Drug Addiction Services (ODADAS) funded gender specific treatment and prevention programs. This group of providers collaborates to form a service delivery system in Ohio for women at risk of or experiencing problems with alcohol, tobacco and other drugs.

Section 3 Membership

Eligibility for membership to the Ohio Women's Network is open to those individuals employed by the women's gender-specific alcohol, tobacco and other drug programs funded in whole or in part through the ODADAS grant process. **Representatives** from associated agencies **or individuals** may apply for membership.

Section 4 Rights and Duties of Members

Each of the women's programs comprising the Ohio Women's Network shall designate a representative for the purpose of voting at membership meetings and on membership issues.

**Ohio Women's Network
Of Alcohol, Tobacco and Other Drug Programs**

GUIDING PRINCIPLES

Section 5 Meetings of Membership

Meetings of the membership will meet a minimum of ten times a year.

On an annual basis notification of membership meetings will be mailed to the designated representative of each program setting forth the date, time, and place of meetings for the next year.

Ohio Women's Network Of Alcohol, Tobacco and Other Drug Programs

GUIDING PRINCIPLES

Section 6 Action at Meetings

Each member agency comprising the Ohio Women's Network shall be entitled to one vote.

Voting rights in the Ohio Women's Network will be suspended if dues are more than sixty (60) days delinquent.

The vote of each member must be cast in person or by written proxy. Proxies shall be filed with the Secretary of the Ohio Women's Network at least 5 business days prior to the scheduled meeting.

At any meeting of the membership, the vote of a majority of those present or represented by proxy shall decide any matter.

Section 7 Dues

Dues will be determined by the membership annually. Each member shall submit initial dues per member and be submitted with the membership application for the Ohio Women's Network.

Article II LEADERSHIP

Section 1 Leadership

As an organization representing the providers of a large, diverse, and complex service delivery system, the Ohio Women's Network requires a smaller group at the helm of its activities in order to maintain focus as well as direction. The Executive Committee will consist of people elected by the membership and shall serve in an advisory capacity to the Ohio Department of Alcohol and Drug Addiction Services (ODADAS).

Section 2 Executive Committee

Composition

The Executive Committee shall consist of eleven representatives one being the immediate past president. The Executive Committee will use its best efforts to ensure that each of the four regions, as recognized by the Ohio Department of Alcohol and Drug Addiction Services, represented on the Executive Committee.

The officers will consist of a Chair, a Co-Chair, a Secretary and a Treasurer.

Ohio Women's Network Of Alcohol, Tobacco and Other Drug Programs

GUIDING PRINCIPLES

Meetings of the Executive Committee

The Executive committee will meet on a monthly basis.

Election Process and Terms of Service

The Executive committee shall be elected by the membership at any regular membership meeting. The Term of appointment shall be two years with any member eligible to serve for two (2) consecutive terms. A member is eligible for nomination or appointment when there has been a break in terms of at least one (1) year. Beginning with the adoption of these Guiding Principles the Executive Committee terms will be staggered to insure the full committee is not reaching term during the same year. The Chair and Treasurer will initially serve a three (3) year term. **If an Executive Committee Officer is no longer an employee of their ODADAS Agency, they may serve out their term at the discretion of the Executive Committee.**

Eligibility to Serve

In order to serve on the Executive Committee an individual must be designated as the representative of **an ODADAS ATOD funded** program.

The program shall have satisfied the dues and membership criteria to vote. Programs that fail to meet membership criteria are not eligible to serve on the Executive Committee.

Removal from the Executive Committee

Any member appointed to the Executive Committee may be removed if the member has missed three (3) Executive Committee meetings without an excused absence.

A program shall be removed if that program is no longer a member in good standing.

Vacancies

Vacancies on the Executive Committee shall be filled by appointment for the unexpired term. Members of the Executive Committee are authorized to appoint a person from the membership to fill the vacancy.

Frequency and Meeting Notification

The Executive Committee will meet on a monthly basis. The Executive Committee meetings will be announced in advance of each meeting and will be open to the members of the Ohio Women's Network.

Ohio Women's Network Of Alcohol, Tobacco and Other Drug Programs

GUIDING PRINCIPLES

Section 2 Executive Committee (continued)

General Responsibilities

- Provides leadership for the organization.
- Disseminates information among the membership,
- Fosters communication and facilitates dialogue among the membership,
- Organizes and coordinates the activities of the Ohio Women's Network and facilitates the meetings of the Ohio Women's Network.
- Serves in an advisory capacity to the Ohio Department of Alcohol and Drug Addiction Services (ODADAS).

Section 3 Standing Committees

The committees will form the vital inner structure of the Ohio Women's Network by serving as the repository for provider expertise and the source of technical capability

The Ohio Women's Network will be composed of the following standing committees:

- ◆ Alcohol, Tobacco and Other Drug Policy Committee
- ◆ Fiscal Policy Committee:
- ◆ Quality Improvement Committee
- ◆ Community Advocacy and Education Committee

The Chairperson of the Executive Committee will appoint Standing Committee Chairs from those elected to the Executive Committee or the general membership.

Alcohol, Tobacco and Other Drug Policy Committee

The responsibilities of this committee will be to study problems, formulate positions and clarify data or information related to, at minimum, the following:

- Federal, state or local clinical practice
- Service patterns and/or practices

Ohio Women's Network Of Alcohol, Tobacco and Other Drug Programs

GUIDING PRINCIPLES

Alcohol, Tobacco and Other Drug Policy Committee (continued)

- Community needs
- Service capacity and access,
- Gaps in service delivery
- Consumer involvement
- Mental illness and addiction
- Best practices and/or evidence-based practices, including cultural competence, and their applicability to the service delivery system.

The Fiscal Policy Committee

The Fiscal Policy Committee will work with the Treasurer and other members of the Executive Committee in developing a budget for the Ohio women's Network. Other responsibilities include at a minimum, evaluating problems, formulating positions and clarifying data or information related to the following:

- Federal, state, or local fiscal policy
- Service cost and service cost management
- Claims and the claims management processes
- Rates and rate setting
- Service contracts (in coordination with other committees/groups)⁸
- Methods to achieve provider and system efficiencies

The Quality Improvement Committee

The responsibilities of this committee will be to study problems, formulate positions and clarify data or information related to, at minimum, the following:

- Satisfaction and effectiveness
- Compliance with investors, certification and other partners in the provision of services
- Service management and utilization (high volume, need and risk)
- Evaluation and outcomes
- System's efficiency
- Identifying evidence-based practices

The Community Advocacy and Education Committee

The responsibilities of this committee will be to develop strategies and initiatives that will unite the provider network. Additional responsibilities include working with other entities and other committees in studying problems, formulating positions and clarifying data or information related to, at minimum, the following:

- Formalizing the Ohio Women's Network's position in Ohio
- Enhance the partnerships between and among vital constituent communities (consumers, governmental entities, business groups and subgroups, other provider groups, media, education organizations)

**Ohio Women's Network
Of Alcohol, Tobacco and Other Drug Programs**

GUIDING PRINCIPLES

Ad Hoc Committees

Ad Hoc Committees will be formed by a vote of the Executive Committee on an as needed basis. Ad-Hoc Committees will function as a short-term work group and will have a clearly defined purpose.