

Tuolumne County Suicide Prevention Task Force
Oversight Committee Bylaws

I Membership in the Oversight Committee

- A. There will be eight to fifteen members on the OC
- B. Members must reflect a broad cross section of the community concerned with suicide prevention. Preference given to selection of new members with experience and knowledge with the five strategic plan components in the Tuolumne County Suicide Prevention Strategic Plan.
- C. The OC will self-govern the requirement that the membership reflect a broad cross-section of the community.
- D. Members will provide expertise in their fields. They do not represent their agencies but may report back to their agencies.
- E. Vice Chair will be the Membership Chairman and assume responsibilities related to the Membership Committee.
- F. Alternate and informed proxy membership is acceptable and will be so stated on the cover letter.
- G. Individuals apply for consideration for membership through the on-line or hard copy application process. When the full membership limit of fifteen has been reached, applications may be completed, but they will not be reviewed until there is a need for additional members.

II Roles of the Oversight Committee (OC)

- A. The OC is responsible for the implementation of the strategies and projects of the Tuolumne County Suicide Prevention Task Force Strategic Plan (Strategic Plan).
- B. The OC is responsible to maintain and develop the vision for suicide prevention in Tuolumne County; it is the “Holder of the Vision”.
- C. The OC is responsible to ensure long term sustainability of suicide prevention in Tuolumne County. This includes developing structures and activities needed to maintain the suicide prevention system, and fundraising considerations.
- D. On a semi-annual basis the Coordinating Agency and the OC will meet to review the following items:
 - 1. Semi-annual review of progress on plan activities
 - 2. Monitor use of funding and
 - 3. Review all reports before submitting to funding source

Appendix B

- E. The OC is responsible to Review and revise the Strategic Plan, at least annually or as needed.

III Tasks

- A. The OC will hold Quarterly Meetings with the Coordinating Agency. During this meeting the following reports will be discussed:
 - 1. A report on the activities of the Coordinating Agency
 - 2. The Coordinating Agency will provide the OC both the required Semi-Annual and Annual Fiscal Reports for review one month prior to submitting to funding agencies.
 - 3. The Coordinating Agency will be also asked to engage in discussion with the OC to provide feedback and insight on the progress in Tuolumne County including challenges.
- B. The OC will review and, if necessary, revise the Strategic Plan on an annual basis.
- C. The OC will hold semi-annual business meetings to review fiscal reports.
- D. The OC will meet with program Sub-Committees: Monitoring and Surveillance; Prevention; Community Education; and Training no less than semi-annually.
- E. The OC will form standing and ad hoc committees.
- F. The OC will develop necessary infrastructure including updates on the ByLaws.
- G. The OC will organize and provide reports for the annual task force retreat.
- H. The OC will solicit feedback from the community on an ongoing basis.

IV Structure

- A. Officers
 - 1. Officers include the Immediate Past Chair, Chair and Vice-Chair.
 - 2. Commitment to an officer position will be for one calendar year beginning in January.
- B. Tasks of Officers:
 - 1. Chair:
 - a. Sets the agenda and runs the monthly OC meeting.
 - b. Review, send and/or create additional informational materials to for email disbursement to members.
 - c. Create informational emails to the task force
 - d. Be available for public contacts e.g. radio and TV shows, interviews

Appendix B

- e. Maintains contact with the Coordinating Agency
- f. Facilitates the Task Force Retreat
- 2. Vice Chair :
 - a. Chairs the Membership Committee
 - b. Recruits and obtains additional membership applications when membership falls below 8 members.
 - c. Checks the website one time each month for applications.
 - d. Reviews applications with membership committee.
 - e. Presents and brings applications to the OC
 - f. Attends committee meetings
 - g. Becomes Chair at the first meeting of the new term
- 3. Administrative Support:
 - a. Record minutes during the OC meetings.
 - b. Maintains disbursement and contact lists
 - c. Forward materials for disbursement to members as directed by Chair
 - d. Responsible for forwarding materials to members prior to meetings.
 - e. Keeps the hard copy applications or other basic documents
 - f. Forwards any applications received to the Vice-Chair.

C. Terms

- 1. Officers – 1 year
 - a. Terms for Officers begin in January and end in December.
 - b. Officers will rotate sequentially from vice-chair to chair.
 - c. Officers may nominate officers for term replacement.
- 2. Members - 2 years with the option to reapply
 - a. Initially, terms will be staggered. Members with last names beginning with the letters “A – M” will have 1-year terms. Members with last names beginning with the letters “N – Z” will have 2-year terms. After the initial terms are completed members will all serve for 2 years.
 - b. Currently, existing members will request term commitments after ByLaws have been adopted.
 - c. Committee members – 1 year with option to continue

D. Elections of Officers: The Membership Committee will prepare a slate of nominees for appointment by the last scheduled meeting of the calendar year.