

# Beaver County System of Care – Change Agent Committee Affiliation Agreement

**Purpose:** To work together and support each other as we join forces to transform the Beaver County System of Care.

**Goals:**

1. To allow for more input and participation from those most directly affected by the system including consumers, family members and front line staff.
2. To intentionally engage all parts of the system by encouraging and improving communication, collaboration, and cooperation.
3. To work with all people in the system to get them what they need, when they need it, as they need it, for as long as they need it.

**Objectives:**

1. Identify gaps in services
2. Breakdown barriers to care
3. Build networks within the system
4. Build bridges to the community
5. Promote better physical health, mental health, self-empowerment and self-advocacy
6. Promote welcoming, respectful, awareness of needs and positive changes.
7. Intentionally turning complaints into opportunities for improvement and more meaningful lives
8. To increase opportunities for consumers, families and front line staff to have a voice in system change
9. Expect people to want better for themselves and to challenge each other to strive to be better in our own personal life, in services offered within the system, and in the community.

**Composition:**

Membership is open to any Beaver County resident who has an interest in the system of care, and who agrees with our purpose, goals and objectives to support consumers, family members and front line staff within the Beaver County System of Care. (Examples include but are not limited to pastors, teachers, politicians, law enforcement, media, nurses, doctors, case workers, etc.)

All members must complete a profile data sheet and sign a confidentiality agreement.

New members are encouraged to attend an orientation session.

Membership roles will be updated annually and members who have not attended for over one year will be contacted. If there is no response they will be taken off the list. Members removed for absence can rejoin at any time.

The committee can discontinue or deny membership if a member breaks the confidentiality agreement, or speaks/acts in a way that is damaging to committee objectives. Membership can be revoked only by majority vote.

## Beaver County System of Care – Change Agent Committee Affiliation Agreement

Change agents are expected to make a commitment to serve on subcommittees and to promote change within their area of influence.

### **Governance:**

2 – 3 leaders (ideally one each: consumer, family, and front line staff member) will be elected by majority vote. Vacancies will be filled as needed by nomination and majority vote. If an elected leader misses three meetings in a row, the committee can choose to hold an election and nominate a new leader. Otherwise, each co-chair will serve for a term of at least one year. It is preferred that transitions alternate for continuity.

Leaders will share the duties of:

Record keeping: including minutes, attendance, agendas, resources, maintain membership list, etc.

Meeting Facilitation: including arranging for meeting space, setting agendas, communication of information, delegation of responsibilities, etc.

Representation: Leaders will officially represent the Change Agent Subcommittee on both the Steering Committee and Leadership Committee. Leaders will recruit and encourage participation of members on subcommittees.

Meetings are scheduled every other month including special meetings/trainings with Ken and Chris Minkoff of Zia Partners as scheduled. Additional meetings can be scheduled with 2 weeks advance notice.

Change agents are expected to participate in the entire system and at all levels.

The committee may also establish work groups and subcommittees as needed.

All official communication and documents from the Change Agent Committee must be approved by majority vote at a scheduled meeting or email in case of an urgent matter. In the case of an email vote a deadline for votes must be included.

Amendments to this affiliation agreement can be made if listed on the agenda, discussed at one meeting and voted on at the next meeting.

A quorum of 5 members at an official meeting is required to do business.