



## SECTION 1

## BACKGROUND

Suicide prevention efforts in Benton and Franklin Counties began with a statewide program led locally by field coordinators with the Youth Suicide Prevention Program (YSPP) since approximately 2000. Their mission was “To reduce youth suicide attempts and deaths in Washington State” among youth 12-24. YSPP was largely funded by the Washington State Department of Health. The field coordinator partnered with local schools and youth-serving agencies to train staff, students and parents on suicide prevention, intervention, and postvention skills. The focus of the work was on grades 6-12 using a peer-to-peer approach to training and an awareness campaign that followed. The majority of our Benton and Franklin County school districts participated in this program at some level with no fee.

It was during this time that the Benton/Franklin Youth Suicide Prevention Coalition was formed. Its mission: To promote awareness and understanding that suicide is a preventable health problem in Benton and Franklin Counties and encourage our community to TALK ABOUT IT! The work of the coalition started a grass roots awareness event in 2012 “The Walk About To Talk About Suicide.” This annual community event brings together survivors, students, mental health providers and advocacy groups to not only educate but honor and remember those we have lost to suicide.

Early in 2017, YSPP was acquired by Seattle Crisis Clinic and shortly thereafter, Benton and Franklin Counties lost their funding for a YSPP field coordinator and the free trainings to schools and community agencies ended. Since that time the Educational Services District 123 has filled in the gaps by providing ongoing fee-for-service training opportunities with a new program being adopted throughout the state, Signs of Suicide (SOS). In the spring of 2018, Lourdes Counseling provided leadership for the coalition and Benton Franklin Community Health Alliance adopted the coalition as a committee under their nonprofit status and bylaws. An executive board was formed that includes Cameron Fordmeir, Mark Lee, Dana Camarena, Kristi Haynes and Kirk Williamson. Despite losing funding, the coalition is active and growing in the number of participants representing diverse sectors of our community.

## SECTION 2

## MISSION

To promote awareness and understanding that suicide is a preventable public health problem in the Benton and Franklin counties and to encourage our community to talk about it.

## SECTION 3

## MEMBERSHIP

All residents of Benton and Franklin Counties, Washington are members of the coalition, which is comprised of individuals and organizations, both public and private, working to improve the lives of residents of Benton and Franklin Counties.

The executive board members include representatives selected from the following organizations:

- Crisis Response
- Communities in Schools
- ESD 123
- Benton-Franklin Health District
- Benton Franklin Community Health Alliance
- Community at-large selected at Annual Meeting (2)

**Termination of Membership:** Membership may be terminated under the following conditions:

- Conducting business that is counter to the Coalition’s mission, purpose, goals, objectives or guiding principles.

## SECTION 4

## GOVERNANCE

**The Membership** will actively serve to accept BFYSPC’s vision to end youth suicide in our community by supporting the Coalition’s mission, efforts, and activities.

**Duties of the Membership:**

1. The Membership is responsible to approve and revise the strategic plan and any amendments.
2. The Membership is responsible to approve and revise the coalition charter and any amendments.
3. The Membership is responsible to nominate and vote on two At-Large members of the Executive Board.
4. The Membership is responsible for supporting and carrying out the activities outlined in the action plan.
5. In order to conduct business, a minimum of five members need to be present.

**The Executive Board** will be elected to two year terms on a staggered basis by the General Membership during The Annual Meeting in May. The Executive Board includes the following roles: Chairperson, Vice-Chairperson, Secretary, and Treasurer.

**Duties of the Executive Board:**

1. The Executive Board is responsible for setting the agenda for all meetings, assuring the maintenance of minutes and other paperwork, coordinating with the fiscal sponsor and managing the business of the Coalition.
2. The Executive Board may hire, contract for and supervise or arrange for in-kind staff to manage ongoing business.
3. In order to conduct business, at least four (4) members of the Executive Board must be present.
4. Executive Board meetings may be conducted by telephone, fax, or email.
5. The Executive Board can form other workgroups on an as-needed basis.

**Duties of the Chair:**

1. Prepare the Agenda for all meetings.
2. Develop the Coalition’s Annual Action Plan for the year to present to executive leadership and membership.
3. Coordinate speakers and guests as needed.

**Duties of the Vice-Chair:**

1. Assumes duties in the absence of the chair.
2. Accept and review membership applications to present to Executive Board.
3. Coordinates with treasurer to send annual member renewal notices.

**Duties of the Secretary:**

1. Taking meeting notes and shares with coalition members.
2. Prepares sign in sheet for each meeting.
3. Maintains an updated membership roster.

4. Meeting reminder emails with agenda.

**Duties of the Treasurer:**

1. Coordinate with fiscal sponsor.
2. Present treasure reports at each meeting.

**SECTION 5 FISCAL AUTHORITY**

Benton Franklin Community Health Alliance is the current fiscal agent for any funds that may be obtained to support the functioning of the Benton Franklin Youth Suicide Prevention Coalition.

Mailing address for funds:

BFYSPC/BFCHA  
7102 W Okanogan Pl  
Kennewick, WA 99336

**SECTION 6 OPERATING PROCEDURES**

**Meetings:** The Coalition shall strive to meet a minimum of six (6) times per year. Meetings will focus on information sharing, training in issues specific to suicide prevention and supporting mental wellness, building connections with state and local stakeholders and furthering the goals of the Coalition. Meetings will fall on the 1st Wednesday of the month at 9:15 unless otherwise communicated. Monthly BFYSPC meetings are open to the public.

**Agenda:** The agenda will be prepared in advance by the chairperson or designee. Requests for agenda items must be submitted in advance to the chairperson.

**Decision Making:** To the degree possible, consensus decision-making will guide the Coalition. The majority vote shall govern the implementation of policies, programs and changes of the Coalition and its Leadership, except as otherwise provided by the policies and procedures. Any partner member missing 3 consecutive meetings will forfeit the right to vote until that member attends 3 more meetings to re-establish good standing in the Coalition.

**SECTION 7 CHARTER AMENDMENTS**

Changes to the Charter must be proposed by the Executive Board and approved by the Coalition at any regular monthly meeting.