**Name**

The name of the Collaborative shall be the **Suicide Prevention Collaborative of El Paso County**, also known as “the Collaborative.” This Collaborative is a voluntary association comprised of public and private organizations, and individuals committed to reducing the suicide rate in the Pikes Peak region.

**Purpose and Charter** (please see charter document for more information)

As an alliance of organizations and community leaders, the Collaborative’s collective purpose is to design, organize, resource, and coordinate the implementation and maintenance of a unified strategy using the Colorado-National Collaborative (CNC) framework. The goal is to reduce suicide deaths in El Paso County by 20 percent by the year 2024. Through this network of community relationships that link each of the CNC’s Pillars of Actions, the Collaborative orchestrates a coordinated set of actions to identify methods, practices, and procedures that support and strengthen the approach of each of the participating organizations. The Collaborative operates largely beyond the scope of any one particular board in a coordinated governance process that helps deploy resources from the various stakeholder groups to accomplish its prime objective: *To cultivate caring communities that are resilient, connected, and capable of supporting every person, regardless of the struggles they face*.

This attached Charter document will be reviewed and updated every 24 months. Changes to the Charter will be decided by a supermajority of the Steering Committee of the Collaborative.

**Scope**

The Collaborative envisions caring communities that are resilient, connected, and capable of supporting every person, regardless of the struggles they face. By creating a culture of collaboration surrounding suicide prevention, the Collaborative aims to improve the wellbeing of El Paso County and to drive transformative change in the way our community views and addresses suicidality. To do this, The Collaborative will:

* Create space for idea generation and exploration;
* Generate community recommendations;
* Align resources toward systems’ change;
* Seek funding to implement the best solutions for addressing the complex problem of suicidality.

Through these actions, we aim to reduce the suicide rate in El Paso County by 20% by the year 2024.

**Collective Activities of the Collaborative**

The Collaborative is responsible for coordinating suicide prevention efforts in El Paso County. Representatives from each of the community Work Groups, first responder organizations, veteran-serving organizations, occupational representatives, and LGBQT+-serving organizations, and individuals with lived experience comprise the governing body (“Steering Committee”), which holds final vote on the Collaborative’s recommendations. In addition to voting members, additional advisory members, such as military active duty or their representatives, will have full participation in meetings and discussions, but will not vote. Whether to be a voting member or an advisory member is left to the discretion of each member and their organization. This Steering Committee provides strategic direction to the Suicide Prevention Collaborative of El Paso County Work Groups, Colorado-National Collaborative, Community Health Partnership’s Suicide Prevention Key Advisory Committee, and project funders.

The Steering Committee makes final recommendations to the community related to suicide prevention. These recommendations are the result of strategy-level decisions informed by the Collaborative’s Work Groups and made by the Steering Committee. The activities outlined in the recommendations are accomplished by subcommittees and Work Groups, which are created and dissolved in response to the demands of the work needed in any given year. These activities address the common suicide prevention policy and governance issues that affect each partner organization, both collectively and individually. The collective activities of the Collaborative include, but are not limited to, the following activities:

* *Policies and Procedures*
* *Data Usage, Sharing and Access*
* *Training*
* *Communication*
* *Expanding Funding*
* *Develop and oversee subcommittee(s) of the Collaborative as needed*

**Composition**

The Collaborative is a partnership of representatives from community-led Work Groups, first responder organizations, veteran-serving organizations, occupational representatives, and LGBQT+-serving organizations.

Suicide Prevention Work Groups include:

* Postvention
* Service members, veterans, and military affiliated families
* Access to suicide safer care
* Data & evaluation
* Lethal means safety
* Others to be determined as needed
* In partnership with El Paso County Public Health: Youth Suicide Prevention (YSP)

**Steering Committee**

These, up to 20 representatives, (voting and advisory) have the authority to suggest community-focused recommendations for system-wide changes aimed to reduce El Paso County’s suicide rate. In addition to Steering Committee members, community members are welcome to join the Collaborative on an ad hoc or ongoing basis. All attendees are allowed to present on topics included in the meeting agenda. Items to be referred for a recommendation must be on the meeting agenda. New members will be suggested to the entire Steering Committee for discussions and approval. Any current member may suggest the addition of a new member.

**Meetings and Attendance**

At a minimum, the Collaborative’s Steering Committee will conduct meetings on a bi-monthly basis (6 meetings a year) with increased frequency when needed. Advance notification of meeting dates, times, and locations will be provided to all Collaborative members and posted at Civic Network website.

The monthly meetings will be scheduled during the first meeting of each calendar year so that members may plan accordingly.

Members are requested to attend all meetings to ensure continuity in the process. Remote participation is considered as “present” and will be facilitated by the Collaborative. Members are expected to attend a minimum of 65% of the regularly scheduled monthly meetings (four out of six meetings in a calendar year) unless otherwise approved by the Collaborative.

Should a member experience a last-minute conflict that prevents attendance, the member shall notify the Chairperson or other Collaborative Officer via telephone or email.

**Referring Issues to Formal Collaborative Recommendations**

Each individual Collaborative Steering Committee member shall have one vote. A quorum is ½ of the voting members.

Any matter subject to be referred to recommendation vote will require quorum. Unofficial members can offer opinions, suggestions, and thoughts on the matter at hand, but will not have voting privileges to refer an issue to recommendations.

**Officers**

The Collaborative will have four Officer Positions: Chairperson, Vice-Chairperson, Secretary, and Vice-Secretary. The Chairperson will be elected as part of the general elections held annually by the Collaborative. The Collaborative voting representatives will elect the Chairperson, Vice-Chairperson, Secretary, and Vice- Secretary. All four Officer Positions are expected to serve a term of one year.

*The Chairperson’s duties will be to:*

Serve as primary point of contact for the Collaborative

Preside over Collaborative meetings

Facilitate the development of meeting agenda(s)

Ensure communication of Collaborative matters to all members

*The Vice-Chairperson’s duties will be to:*

Work with the Chairperson to create meeting agendas

Assist the Chairperson as necessary

Fulfill the duties of the Chairperson in the absence of the Chairperson

*The Secretary’s duties will be to:*

Finalize the meeting agenda with the Chairperson and/or Vice Chairperson

Take meeting notes or find a designee at each meeting occurrence

Record votes of the Collaborative voting members

Ensure quorum for official Collaborative votes

Assist the Chairperson with Collaborative communication(s)

*The Vice-Secretary’s duties will be to:*

Finalize the meeting agendas with other Officers

Fulfill the duties of the Secretary in the absence of the Secretary

**Resignation and Removal**

A Collaborative member or Officer may resign from the Collaborative by submitting a written notice to the Chairperson and providing a 30-day notice.

**Conflicts of Interest**

This Code of Conduct shall govern the performance, behavior and actions of the Collaborative and its members. Conflicts of interest may arise when any Collaborative member has a financial, family or any other beneficial interest in the vendor firm selected or considered for an award. Members with a conflict of interest are expected to disclose this conflict to the Committee Officers and recuse themselves from decisions where there is a real or perceived conflict of interest.

**Framework Approval**

July 13, 2020

**Approval of Officers**

Aug. 2020

**Amendments**

Recommendation(s) to change or amend the framework may be suggested by any Collaborative member and shall be submitted at a regular meeting of the Collaborative. Proposals shall stand for action and be open for discussion among Collaborative members. Changes shall be in effect upon approval by a quorum and supermajority vote of the Collaborative members. Upon approval, the Chairperson shall update the governance document to reflect the changes and distribute updated copies to all members before the next regular meeting.