



TOBACCO FREE KANSAS

COALITION

TFKC Operating Handbook

TOBACCO FREE KANSAS COALITION

Online: www.tobaccofreekansas.org | E-mail: TFKCinfo@tobaccofreekansas.org



CONTENTS

Welcome to the Tobacco Free Kansas Coalition.....	3
About The TFKC Operating Handbook	3
Coalition Standards.....	3
Procedure.....	3 Fiscal
Year And Financial Records	3
Dissolution.....	3
Board of Directors 2019-2020.....	4
Tobacco Free Kansas Coalition Bylaws	5
Coalition Roles and Responsibilities	9
Board of Directors.....	9
Officers.....	10
Membership.....	11
Executive Director / Staff	12
Delegated Consultants.....	13
Meeting of Members.....	13
Committees.....	13
Governance Committee	13
Policy Committee	14
Nominating Committee.....	14
Membership Committee.....	1



TOBACCO FREE KANSAS
COALITION

VISION:	A Tobacco-Free Kansas
MISSION:	To eliminate tobacco use among Kansans through advocacy, education and collaboration
CORE VALUES:	Tenacity, Evidenced-Based Decision Making, Leadership, Passion, Strategic Action, Innovation, Integrity

Other goals:

- To prevent children from beginning a lifelong addiction to tobacco
- To help those who want to quit using tobacco products
- To protect Kansans from exposure to secondhand smoke
- To protect and assist those populations disparately affected by tobacco use

WELCOME TO THE TOBACCO FREE KANSAS COALITION

TFKC has been in existence for over 20 years, serving Kansas per our mission statement. The Board provides governance and oversight to building a healthier Kansas and striving to consistently meet the needs of whom we serve. We are grateful that, as a member of our Coalition, you plan to provide your time and talents to help us reach our Vision.

ABOUT THE TFKC OPERATING HANDBOOK

The TFKC Operating Handbook clearly defines the roles and responsibilities within our organization and how we work together to achieve our Mission.

This guide serves two functions:

- It is the orientation handbook that provides useful information to our new Board of Directors members.
- It is a reference and resource manual for the greater Coalition.

COALITION STANDARDS

PROCEDURE

Whenever the Bylaws or Operational Handbook fail to provide express procedural guidance, the most recent Roberts Rules of Order shall govern.

FISCAL YEAR AND FINANCIAL RECORDS

The fiscal year of the Coalition shall begin on July 1 and end on June 30, of the following year. The Board of Directors will determine on an annual basis the level of service necessary to ensure that Coalition financial records and reports are properly maintained as determined by grant and/or contract requirements.

DISSOLUTION

The funds of the Coalition shall be used only for the purposes outlined in the articles of incorporation and for no other purpose. Upon dissolution of the Coalition, all assets shall be disposed as provided by the articles of incorporation.

BOARD OF DIRECTORS 2021

OFFICERS:

PRESIDENT: SARA PREM

VICE-PRES: CHRISTINA COWART (interim)

PAST-PRESIDENT: TARA NOLEN

SECRETARY: NICOLE BROWN

TREASURER: STEPHANIE SIMMONS

FOUNDING ORGANIZATIONS:

CHRISTINA COWART

American Cancer Society Cancer Action Network

1100 Pennsylvania Ave

Kansas City, MO 64102

Phone:(816) 898.0089

Email:christina.coward@cancer.org

Permanent Board Member

KARI RINKER

American Heart Association

1861 N Rock Rd #380

Wichita, KS 67206

Phone: (316) 768-3841

Email: Kari.Rinker@heart.org

Permanent Board Member

SARA PREM

American Lung Association in Kansas & Greater Kansas City

8400 W. 110th Street, Suite 130

Overland Park, KS 66210

Phone: (913) 353-9169

Email: Sara.Prem@lung.org

Permanent Board Member

FOUNDING ORGANIZATION: (NON-VOTING)

CAROL CRAMER

Kansas Department of Health & Env.

Community Health Promotion Section

1000 SW Jackson, Suite 230

Topeka, KS 66612

Phone: (785) 368-6308

Email: Carol.Cramer@ks.gov

Permanent Board Member

AT-LARGE REPRESENTATIVES:

BABALOLA FASERU, M.D., MPH

KUMC - Prev. Med. & Public Health

3901 Rainbow Blvd., MS 1008

Kansas City, KS 66160

Phone: 913-588-0590

Email: bfaseru@kumc.edu

Kansas Cancer Partnership

Rep. Appointed Board Member

NICOLE BROWN

Johnson County Health Dept.

11875 S. Sunset Suite 300

Olathe, KS 66061

Phone: (913)477-8331

Email: Nicole.brown@jocogov.org

ERICA JOHNSON

Wilson Medical Center

602 Main Street

Neodesha, KS 66757

Phone: 620.325.2117

Email: EJohnson@wmcrc.org

TARA NOLEN, MPH

Hunter Health

2318 E Central

Wichita, KS 67214

Phone: (316) 491-7692 x1170

Email: tara.nolen@hunterhealth.org

Term ends June 2022

MARCI ROBERTS

Montgomery County Wellness

Coalition 1505 Cortez Ave.

Coffeyville, KS 67337

Phone: (620)515-1387

Email:

marciroberts83@gmail.com

Terms ends June 2022

REGIONAL REPRESENTATIVES:

Northeast: BIANCA GARCIA, MPH

Unified Government Public Health Department

619 Ann Avenue

Kansas City, KS 66101

Phone:: 913-573-8871

Email: bigarcia@wycokck.org

North Central: STEPHANIE SIMMONS

Mitchell Co. Regional Medical

Foundation P.O. Box 65

Beloit, KS 67420

Phone: (785) 738-9493

Email: ssimmons@mitchellcountyrmf.org

South Central: JESSICA FISCUS, MPH

Community Engagement Institute - Center for Public Health Initiatives

238 N. Mead

Wichita, KS 67202

Phone: (316) 978-3790

Email: jessica.fiscus@wichita.edu

Southwest: CALLIE DYER

Finney County Community Health

Coalition/LiveWell Finney County

301 E. Walnut, Suite 202

Garden City, Kansas 67846

Phone: (620) 765-1181

Email: calliedyer@centura.org

outheast: HOPE HARMON

Crawford County Health

Department 410 E. Atkinson

Pittsburg, KS 66762

Phone: (620) 231-3200

Email: hharmon@crawfordcohd.org

Northwest: ALISHA DINGES, LBSW, TLAC

Smoky Hill Foundation

2714 Plaza Ave

Hays, KS 67601

Phone: (785) 625-5521 ext. 1011

Email: alisha@shfcdi.com

Article I. Name

Section 1.

The name of this organization is to be Tobacco Free Kansas Coalition, Incorporated (“the Coalition”).

Article II. Vision, Mission and Core Values

Vision: A Tobacco-Free Kansas.

Mission: To eliminate tobacco use among Kansans through advocacy, education and collaboration

Core Values: Tenacity, Evidenced Based Decision Making, Leadership, Passion, Strategic Action, Innovation, Integrity.

Article III. Membership

Section 1.

Application for membership shall be open to any individual or organization who supports the mission of the Coalition

Section 2. Membership Process.

Membership in the Coalition shall be granted upon a majority vote of the Board of Directors.

Section 3. Rights and Privileges.

Rights and privileges of individual or designated representative organizational members shall include: eligibility to hold office, to serve on committees, to attend meetings, to participate in debate, and to cast one vote on coalition voting issues. There is no proxy voting permitted.

Section 4. Dues.

The Board of Directors reserve the right to institute dues for membership, if deemed necessary by annual financial review, and due on July 1 for each applicable year.

Section 5. Refusal and Forfeiture of Membership.

Membership in the Coalition may be terminated by a vote of the Board of Directors for non-compliance with membership responsibilities.

Article IV. Board of Directors

Section 1. Board Responsibilities.

The business and the affairs of the Coalition shall be managed by the Board of Director, as outlined in the Operational Handbook. Directors receive no compensation other than reasonable reimbursement of their expenses while conducting business in the name of the Coalition.

Section 2. Board Composition.

The Board of Directors shall have up to 16 and not fewer than 11 directors, including an assigned representative from each of the four Founding Directors (American Cancer Society, American Heart Association, American Lung Association, and Kansas Department of Health and Environment), a representative from the Kansas Cancer Partnership, six designated representatives from defined Kansas regions, and up to five representatives from non-designated regions.

Section 3. Voting.

Each director will have only one vote. Provided, however, that the Kansas Department of Health and Environment and its successor, shall not have the right to vote.

Section 4. Eligibility.

To be eligible to serve on the Board of Directors, each nominee must have been a Coalition member in good standing.

Section 5. Election and Terms.

With the exception of the Founding Directors and the representative of the Kansas Cancer Partnership, the Board of Directors shall be elected according to the procedure stated in Article VI. Section 3 of these Bylaws. Directors will have staggered terms of service, whereby one-third of the Directors are elected each year to achieve continuity of governance of the Coalition. Directors' terms will be limited to two (2) consecutive, full terms (3 years) per Director with the exception of the Founding Directors and the Kansas Cancer Partnership representative and their successors. There are no lifetime maximum number of terms served for each eligible member. Terms begin on July 1.

Section 6. Meetings.

The Board of Directors shall meet in-person or by use of communications technology that is available to all Directors at times deemed appropriate by a consensus of the Board. The Board of Directors shall maintain a record of all its proceedings and will report all of its activities during the annual Coalition meeting.

Section 7. Removal.

Three (3) consecutive unexcused absences from required Board of Directors meetings will be reviewed by the other Directors and may constitute forfeiture of the office if so determined by a majority vote of the remaining Directors, provided however, the Director, so removed, may appeal the action to the membership at the first annual meeting following removal.

Section 8. Vacancies.

If a vacancy occurs on the Board of Directors, the remaining directors shall appoint a Coalition member in good standing to fill the unexpired term, in consultation with the Nominating Committee.

Section 14. Quorum.

A majority of the voting members of the Board of Directors shall constitute a quorum.

Article V. Officers

Section 1. Officers.

The Officers of the Coalition include a President, Vice President, Secretary, Treasurer, and the Immediate Past President. No person shall hold more than one office concurrently.

Section 2. Eligibility.

To be eligible to hold an office, each nominee must be a current member in good standing.

Section 3. Terms.

Officers will assume full responsibility of their roles as outlined in the Operational Handbook at the January Board meeting (or a maximum of six (6) months after being elected). An officer shall serve no more than three (3) consecutive terms in that office.

Section 4. Election Procedure.

Officers are elected from and by the current Board of Directors with a simple majority vote at the first meeting following the annual meeting of the membership.

Section 5. President.

The President shall be the chief elected officer and spokesperson for the Coalition and shall serve duties, as outlined in the Operational Handbook.

Section 6. Vice President.

The Vice President shall, in the event of disability of the President or at the direction of the President, perform the duties and exercise the powers of the President, along with additional responsibilities outlined in the Operational Handbook.

Section 7. Secretary.

The Secretary shall have the responsibility for the maintenance of all minutes of meetings, policies and procedures, and organizational records, as outlined in the Operational Handbook.

Section 8. Treasurer.

The Treasurer shall have the responsibility for maintaining records of all funds and securities of the Coalition and delegation of financial functions as outlined in the Operational Handbook.

Section 9. Immediate Past President.

The Immediate Past President shall have the responsibility to assist the Board of Directors in the maintenance of continuity of leadership from one administration to the next, as outlined in the Operational Handbook.

Article VI. Election Procedures

Section 1. Nominating Committee

The Nominating Committee is responsible for recommending eligible members to fill each vacant Director position and one Nominating Committee position prior to the annual meeting. The Committee shall consist of three (3) members, who serve staggered terms of three (3) years each. No member of the Committee may serve more than one (1) consecutive term.

Section 2. Election Procedures.

The number of Directors to be elected annually will be determined by the Board of Directors. The Nominating Committee solicits nominations for vacant positions on the Board of Directors and Nominating Committee from membership and recommends a slate of candidates to be voted on by membership. Membership must be notified of candidates at least two weeks prior to the annual meeting. New Directors and Nominating Committee members are elected by a simple majority of votes cast by the Coalition members in attendance at the annual meeting. Terms start on July 1.

Article VII. Committees

Section 1.

Committees may be established by the Board of Directors and reviewed annually.

Article VIII. Amendments

Section 1.

These bylaws may be amended by a majority vote of the voting members present at any Coalition meeting, after having been given two weeks' advance notice of the proposed amendment(s).

Article IX. Liability

Section 1.

The Coalition shall indemnify any director, officer, employee, or agent, or former agent of the Coalition against expenses incurred in connection with the defense of any action, suit, or proceeding in which that individual is made a party by reason of being or having been such member, director, officer, employee, or agent, except in matters that the individual has been adjudged liable for negligence or misconduct in the performance of a duty. The foregoing indemnification shall not be deemed exclusive of any other rights that may be entitled under any bylaw, agreement, resolution of the Board of Directors, or otherwise.

Bylaws Change History:

Date	Approval Process
06-27-18	Approved by a majority of coalition members attending Coalition Annual Meeting
06-21-18	Approved by a majority of coalition members attending Coalition Annual Meeting
06-07-18	Submitted for review by membership with discussion planned for 06-21-18.
05-25-17	Approved for submission to full membership by TFKC Board of Directors.
10-19-17	Approved by a majority of coalition members attending via conference call
11-08-16	Approved by a majority of coalition members attending via conference call
06-11-15	Approved by a majority of coalition members attending the Coalition Annual Meeting
06-13-13	Approved by a majority of coalition members attending the Coalition Annual Meeting
07-15-09	Approved by a majority of coalition members attending the Coalition Annual Meeting
06-18-09	Approved for submission to full membership by TFKC Board of Directors
07-12-07	Membership and financial records bylaws approved by full coalition membership
TFKC/KSKI merger changes	
01-27-04	Approved by full coalition membership
01-06-04	Approved for submission to full membership by KSKI Board of Directors.

COALITION ROLES AND RESPONSIBILITIES

BOARD OF DIRECTORS

Board of Director Classifications:

- **Founding Organization Directors:** One assigned representative from each of the four Founding Organizations will have a permanent position on the TFKC Board of Directors. These organizations include American Cancer Society, American Heart Association, American Lung Association, and Kansas Department of Health and Environment. These Directors' terms do not expire until the organization assigns a different member to the Board of Directors. Each of these Directors, with the exception of Kansas Department of Health and Environment, is allowed one vote on all Board of Directors' issues.
- **Kansas Cancer Partnership:** One assigned representative from this organization will have a permanent position on the TFKC Board of Directors. This Director's term does not expire until the organization assigns a different member to the Board of Directors. The KCP Director is allowed one vote on all Board of Directors' issues.
- **Regional Representatives:** The Board of Directors will include six elected designated representatives from defined Kansas regions (Northwest, Southwest, North Central, South Central, Northeast, Southeast). These Directors will have staggered terms of three years.
 - Regional Representatives are to serve as spokesperson for the Coalition by providing action alerts, content expertise, and technical assistance to TFKC members in their region for local organizing efforts to further the mission of TFKC.
 - Regional Representatives are also responsible for contacting the assigned KDHE Community Health Specialist for their region and acquiring a summarized report of regional activities during Board meetings for the months of January March, May, July, September, and November. A copy of the summarized report is due to the TFKC Administrative Assistant by the second Wednesday of each corresponding month.
- **At-Large Directors:** The Board of Directors will include up to five elected representatives from non designated regions. These Directors will have staggered terms of three years.
 - At-Large Directors are responsible for representing TFKC at all applicable statewide meetings and events and promoting Coalition information within their network to further the mission of TFKC.

Board of Directors are responsible for the following:

The Board is ultimately responsible for the performance of the organization in all areas of its work and should ensure that the organization is in compliance with state and federal law. The following checklist of tasks nonprofits are legally required to perform is neither intended nor to be construed as legal advice.

- Organizations with more than \$25,000 in financial activity should file IRS Form 990 with the IRS. Organizations with less than \$25,000 in financial activity should file the 990-N e-postcard.
- Complete an audit if the organization's total revenue exceeds \$750,000 in a year, and file the audit with the charities division of the State Attorney General's Office.
- Report a change of name, address or amendments to the articles of incorporation to the Secretary of State and pay any necessary fees for changes.
- Make the IRS Form 990 available to the public.
- Report any Unrelated Business Income to the State Department of Revenue and the IRS, and send tax payments with IRS Form 990T. *(continued on page 10)*

Additional Responsibilities:

Non-Profit Compliance • Financial oversight

- Set annual budget
- Staff recruitment and oversight
- Participate in monthly Board meetings

Strategic Planning • Drive strategic planning process

Advocacy • Policy committee recommends annual priorities for board approval • Support state advocacy campaigns

- Contact legislators
- Share information with friends and colleagues
- Support & participate in local coalition campaigns

Membership • Recruit members

- Foster relationships with local and statewide coalitions/agencies
- Promote TFKC membership at local & statewide meetings
- Attend & support annual meeting

Fundraising • Establish fundraising goals

- Assist with grant writing and applications
- Approve all grants prior to submission
- Develop and maintain relationships with funders

OFFICERS

PRESIDENT: The President shall be the chief elected officer and primary spokesperson for the Coalition.

The President shall also:

- Have general supervision of the affairs of the Coalition;
- Serve as presiding officer at all Coalition and Board of Directors meetings;
- Advocate policy priorities adopted by the Board of Directors;
- Serve as chairperson on at least one standing committee;
- Convene the planning committee for the annual Coalition meeting;
- Assist with planning of the annual Community Health Promotion Summit reception and Board Retreat; •
- Serve as primary liaison between the Board of Directors and staff/consultants (as applicable); •
- Serve as mentor and guide for the President-Elect through the formal transition process; •
- Represent the Coalition at statewide activities and events;
- Promote membership and Coalition priorities;
- and serve the Coalition in any other capacity deemed necessary by the Board of Directors.

VICE-PRESIDENT: The Vice President shall, in the event of disability of the President or at the direction of the President, perform the duties and exercise the powers of the President.

The Vice-President shall also:

- Serve as spokesperson for the Coalition to advocate policy priorities adopted by the Board of Directors; •
- Serve as chairperson on at least one standing committee (if applicable);
- Convene the planning committee for the annual Community Health Promotion Summit reception; •
- Assist in the planning of the annual Coalition meeting and Board Retreat;
- Represent the Coalition at statewide activities and events;
- Promote membership and Coalition priorities;
- and serve the Coalition in any other capacity deemed necessary by the Board of Directors.

PAST-PRESIDENT: The Past-President shall have the responsibility to assist the Board of Directors in the maintenance of continuity of leadership from one administration to the next.

The Immediate Past-President shall also:

- Serve as spokesperson for the Coalition to advocate policy priorities adopted by the Board of Directors;
- Serve as mentor to the President for a period of one year after vacating the office of President;
- Serve as lead organizer for the annual Board Retreat;
- Assist in the planning of the annual Community Health Promotion Summit reception and Coalition meeting;
- Represent the Coalition at statewide activities and events;
- Promote membership and Coalition priorities;
- and serve the Coalition in any other capacity deemed necessary by the Board of Directors.

SECRETARY: The Secretary shall have the responsibility for the oversight of all meeting minutes, policies, procedures, and organizational records.

The Secretary shall also:

- Serve as spokesperson for the Coalition to advocate policy priorities adopted by the Board of Directors;
- Ensure timely distribution of Board meeting minutes to the Board of Directors;
- Ensure timely distribution of business meeting minutes to the general Coalition;
- Serve on at least one standing committee;
- Represent the Coalition at statewide activities and events;
- Promote membership and Coalition priorities;
- and serve the Coalition in any other capacity deemed necessary by the Board of Directors.

TREASURER: The Treasurer shall have the responsibility for monitoring the annual Coalition budget and review/audit of all Coalition accounts.

The Treasurer shall also:

- Serve as spokesperson for the Coalition to advocate policy priorities adopted by the Board of Directors;
- Serve as Coalition liaison to delegated personnel with oversight of all Coalition financial plans and information;
- Ensure monthly financial reports are available to the Board of Directors prior to meetings;
- Ensure annual financial reports are available to Coalition members at the annual meeting;
- Serve on at least one standing committee;
- Represent the Coalition at statewide activities and events;
- Promote membership and Coalition priorities;
- and serve the Coalition in any other capacity deemed necessary by the Board of Directors.

MEMBERSHIP

Membership is responsible for the following:

- Promote, advocate for, and support the mission and priorities of the Coalition;
- Contribute financial support, including annual membership dues, if applicable;
- Develop and maintain relationships with Coalition members, allies and local communities;
- and prioritize attendance at the annual meeting. *(continued on page 12)*

Additional Responsibilities:

Strategic Planning • Review and provide feedback on annual strategic plan

Advocacy • Support state and local advocacy campaigns

- Respond to action alerts
- Share alerts on social media
 - Share information with local partners about TFKC issues and priorities
- Educate policymakers
- Connect TFKC with experts for legislative testimony

Membership • May serve as a Board Member

- May serve on Coalition committees, as appropriate
- Participate in Coalition training and leadership development opportunities
- Follow TFKC on social media

Fundraising • Participate in fundraising activities, as appropriate

- Provide letters of support for grant applications, as requested

EXECUTIVE DIRECTOR / STAFF

Executive Director / Staff are responsible for the following (if applicable):

The Board of Directors may select, employ, and supervise an Executive Director/staff for the Coalition. The Executive Director/staff has day-to-day responsibilities for the Coalition. The Executive Director/staff shall serve as an ex officio member of the Board of Directors but without the right to make or second motion or to vote, report progress of the Coalition, answer questions of the Directors and carry out the duties described in the executive director job description.

Additional Responsibilities:

Non-Profit Compliance • Manage annual budget

- Participate in monthly Board meetings

Strategic Planning • Participate in strategic planning

Advocacy • Support state policy campaigns

- Provide education and mobilize partner groups
- Educate legislators
- Serve as TFKC spokesperson
- Support & participate in local coalition campaigns
- Identify and respond to emerging issues and threats

Membership • Identify and develop partnerships with other organizations

- Communicate with membership
- Develop opportunities for membership engagement
- Maintain TFKC website
- Assist with planning of annual meeting

Fundraising • Work with board on grant writing and applications

- Develop and maintain relationships with funders
- Grant reporting
- Bimonthly progress reports to Board

DELEGATED CONSULTANTS

Delegated Consultants are responsible for the following (as applicable):

The Board of Directors may select, contract with, and supervise delegated consultants to oversee basic Coalition files, daily business, bookkeeping/accounting, and other services, as deemed necessary:

Additional Responsibilities, as outlined per consultant contracts:

Non-Profit Compliance

- Ensure maintenance of 501c(3) requirements per Kansas law
- Provide support for Coalition and Board of Director meetings

Strategic Planning

- Provide support for annual strategic planning
- Facilitate and provide guidance

Advocacy

- Assist Legislative Committee with distribution of advocacy alerts and communication
- Monitor Coalition email
- Assist the Membership Committee with maintaining social media

Membership

- Maintain membership database
- Assist Membership Committee with Coalition communications
- Ensure that monthly newsletters are available on Coalition website
- Provide support for the planning of annual Coalition events
- Provide support for required Coalition travel

Fundraising

- Provide support for grant writing and reporting
- Provide support for collection of dues and donations

MEETING OF MEMBERS

A meeting of the entire Coalition membership shall be held at least annually at the initiation of the President. Any annual or special membership meeting announcement and agenda shall be sent to the Coalition membership at least two weeks prior to the meeting. Members shall meet in-person or by use of communications technology that is available to all members and shall constitute their presence at the meeting.

COMMITTEES

The Board of Directors may establish working committees from within its membership. The President shall present committee chair recommendations to the Board of Directors for approval with the exception of the Nominating Committee. Appointments to the committee membership will be made by President and by consent of the appointees, with the exception of the Nominating Committee.

GOVERNANCE COMMITTEE

The Governance Committee is comprised of Board of Directors and led by the President. The Governance Committee's purpose is to ensure that all governing documents and processes are updated annually and continue to serve the needs of the Coalition. Committee members are appointed annually.

The responsibilities of the Governance Committee include:

- Annual review and modification of TFKC Bylaws for approval by the Board of Directors and Coalition members;
- Annual review and updates to the TFKC Operating Handbook for approval by the Board of Directors;
- Monitor Board actions for Bylaws and Operating Handbook compliance;
- Monitor Board actions for compliance with the annual strategic plan;
- Monitor Board actions for compliance with 501(c)3 requirements per Kansas law;
- Serve the Board of Directors in any other capacity deemed necessary.

POLICY COMMITTEE

The Policy Committee is comprised of Board members and led by an appointed member of the Board of Directors. The Policy Committee's purpose is to recommend and pursue annual legislative priorities for the Coalition. Members may join the Policy Committee at any time per consent by appointees.

The responsibilities of the Policy Committee include:

- Make annual recommendations for Coalition legislative priorities for approval by the Board of Directors;
- Develop communication campaigns for related legislative priorities for dissemination to the Coalition;
- Establish mechanism for alerts and fulfilling testimony requests;
- Monitor for request for support from local coalitions;
- Develop and deliver testimony or letters of support for legislative priorities;
- Determine key partners for collaboration, considering partners who may not yet be active members/partners of TFKC;
- and serve the Coalition in any other capacity deemed necessary.

NOMINATING COMMITTEE

The Nominating Committee is comprised of non-Board Coalition members. The Nominating Committee identifies and nominates Coalition members as candidates for the Board of Directors on an annual and as needed basis. Nominating Committee members are elected by a simple majority of votes cast by the Coalition members in attendance at the annual meeting.

The responsibilities of the Nominating Committee include:

- Annually recommend eligible members for each vacant Director position and at least (1) one Nominating Committee position;
- Recommend nominees to fill mid-year vacancies on the Board of Directors;
- and serve the Coalition in any other capacity deemed necessary.

MEMBERSHIP COMMITTEE

The Membership Committee is comprised of Coalition members and led by an appointed member of the Board of Directors. The Membership Committee's purpose is to increase individual and organizational memberships for the Coalition. Members may join the Membership Committee at any time per consent by appointees.

The responsibilities of the Membership Committees include:

- Identify affiliated coalitions, partnerships, and initiatives with whom the Coalition is not currently involved;
- Develop strategies to engage additional partners;
- Determine ways to utilize media and the website to streamline membership processes; • Establish recommended member communication cycles with protocols for development and dissemination of information;
- Assist with planning of annual events to engage and encourage membership to the Coalition; • and serve the Coalition in any other capacity deemed necessary.