

**Membership Body  
Community Prevention Coalition,  
NH Strategic Prevention Framework**

**Roles and Responsibilities**

The Membership Body for the Community Prevention Coalition (CPC) of the NH Strategic Prevention Framework (NHSPF) will encompass part of the Regional Governance Structure who, together with an Oversight Board, will ensure broad-based community participation and involvement through the following roles and responsibilities.

- Constitute a working group, to be known as the Membership Body, comprised of community-level stakeholders reflecting all twelve (12) federal SAMSHA required sector representation (Youth, Parents, Business Community, Media, Schools, Youth-serving Organizations, Law Enforcement Agencies, Religious/Fraternal Organizations, Civic/Volunteer Groups, Healthcare Professionals, State/Local/Tribal Government with a Substance abuse reduction mission or expertise, one other organization involved in reducing Substance Abuse), and other service providers and prevention stakeholders as appropriate and available. Existing substance abuse coalitions within the Region will also be represented in the Membership Body.
- Adequately represent the geographic area that constitutes the Region of the NHSPF project and ensure that all communities are effectively engaged;
- A CPC Member is defined as a representative of the “community” who participates in regularly scheduled management and/or planning meetings and is an active participant and contributor to the CPC’s activities, events and strategic planning. Members, or the organizations they represent, are able to receive funds through the CPC for activities articulated in the regional plan.
- Conduct, with CPC Staff, a regional assessment of needs, priorities, and capacities and develop an implementation and evaluation plan from a data-driven process that will serve as the foundation of a membership-developed allocation plan for the region;
- Assist the Oversight Board with the initial and any subsequent hiring of the CPC Coordinator and Evaluator, and provide guidance for allocating funding/resources to sub-recipients for the implementation of the CPC strategic plan
- Receive guidance and support from the Oversight Board to provide a key participatory role in the overall design, implementation and evaluation of the CPC project, including ongoing feedback to ensure continuous quality improvement of activities and outcomes related to NHSPF goals and objectives.
- Meet at least bi-monthly, create and participate on subcommittees as appropriate and arranged to plan, implement, evaluate and sustain the CPC .
- Assign a Membership Body Chairperson, and any other roles and responsibilities to ensure the effective functioning of the Membership Body.

**Signatures:**

*By signing below, we hereby agree to, and will actively support and participate in the roles and responsibilities articulated in this Memorandum of Understanding between the United Way of the Greater Seacoast as Fiscal Agent and the Oversight Board for the Community Prevention Coalition.*

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*UWGS Authorized Signature*

\_\_\_\_\_  
*Position*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*CPC Membership Signature*

\_\_\_\_\_  
*Affiliation/Organization*

\_\_\_\_\_  
*Date*