



Tooele's Communities That Care®

COMMUNITY BOARD RESPONSIBILITIES & EXPECTATIONS

Tooele's *Communities That Care*® members are expected to:

- Have a commitment to the children of Tooele.
- Develop an understanding of and support for the wider *Communities That Care*® project; be willing to share that understanding in appropriate settings.
- Participate in the spirit of the project—promoting healthy youth behaviors and a desire to improve the lives of Tooele's children.
- Be willing to work in partnership with a wide cross section of the community and be open to varying ideas and perspectives
- Attend training workshops during the first year of the project as necessary.

Board: The Community Board for *Communities That Care*® (CTC) is responsible for implementing the various aspects of the project and to move the community through the five phases of the project. The responsibilities of the Community Board are designed to help achieve the sound implementation of CTC and will officially vote on decisions delegated by the Council. These concerns may include:

- What are the unique Risk and Protective Factors for Tooele?
- What will be the Community Intervention Plan for Tooele?
- What will be the Community Action Plan for Tooele?
- What other community wide plans are needed?

Board members are expected to:

- Prepare for and attend quarterly board meetings
- Participate in at least one sub-committee (see below)

Council: The Council is responsible for communication and collaboration of the sub-committees that are implementing the CTC process in Tooele. The Council is comprised of the Chair and/or Vice Chair of each sub-committee and the Tooele Community Coordinator. This council will meet monthly to support sub-committees and will be responsible for decision making and implementation of the operative actions. The Council will refer decisions to the Board when it will affect the entire CTC process in Tooele, or it is imperative that there be a wide support for the decisions.

Sub-Committees:

Board Maintenance

- Establishes communication and reporting protocols.
- Establishes decision-making protocols.
- Coordinates fiscal and legal responsibilities.
- Develops a process for recruiting and educating new community board members.
- Fosters team building and recognition activities.

Funding

- Identifies resources to aid the CTC process.
- Develops a long term funding plan for sustainability of the process.
- Writes, or facilitates the writing of grants.
- Provides resources for recognition activities within the board.

Resource Assessment and Evaluation

- Develops an inventory of existing programs, policies and practices that address the priority risk and protective factors.
- Assesses the existing programs regarding the extent of their implementation and any evaluation of their effectiveness.
- Identifies gaps in existing services.
- Reports accomplishments and findings, verbally and via a written report.
- Participates in the development of the Community Action Plan.

Risk and Protective Factor Assessment

- Assesses risk and protective factor data from the Youth Survey and archival data.
- Recommends priority risk and protective factors.
- Presents recommendations to community board.
- Reassesses risk and protective factors and youth outcomes yearly or as needed.
- Reports accomplishments and findings, verbally and via a written report.

Outreach and Public Relations

- Maintains communication with the stakeholders/Key Leaders.
- Identifies opportunities to educate and involve the community.
- Works with the media.

Youth Involvement

- Brainstorms ways that youth can be involved in CTC.
- Recruits youth to community board, work groups, specific tasks, and activities.
- Coordinates skills development and recognition of involved youth.

Tooele

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Communities

That Care®

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Founded in

2003

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Our

Vision

Statement:

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Tooele is a

diverse

community

unified in

fostering

respectful

and

responsible

citizens.

Jaclynn Sagers,
Director

Tooele City Hall
90 North Main St.

Tooele, Utah,
84074

Tooele's Communities That Care®

Promoting Healthy Youth Development

Key Leaders are community leaders and businesses who support the CTC process and want to be kept informed.

Key Leaders

Meet as needed

The Board is comprised of 23 diverse community members who have been oriented to the CTC process. They are actively engaged in identifying areas of concern using Risk and Protective Factors and preventing problem behaviors within Tooele.

Board

Meets bi-monthly

The Council is comprised of the Chair and Vice Chair of each sub-committee. This is the communication hub of CTC!

Board Maintenance

Youth Involvement

Council

Meets as needed

Funding

Outreach & PR

Resource & Eval.

Risk & Protective factor Assessment

Sub-Committees have 8-15 people who meet as needed to accomplish their responsibilities. Some committees are active approx. one month a year where others are active year round.