

Immunize Milwaukee!

Executive Summary

Mission, Vision, and Values

Vision Statement

Immunize Milwaukee! promotes one community fully informed, engaged, and immunized.

Mission Statement

Immunize Milwaukee! is an independent, non-for-profit, community coalition focused on innovative education, communication, and collaboration to improve and sustain vaccination rates in Metro-Milwaukee.

Coalition Core Values

- *Mutual Respect:* Coalition members have a respectful regard for one another's position, knowledge, experience, and beliefs.
- *Commitment:* Members are actively engaged in Coalition initiatives. Both the individual members and the organizations they represent acknowledge and value the key role collaboration and partnerships play in accomplishing the Coalition's goals and objectives.
- *Transparency:* Coalition operation will be an open process, where membership feedback and evaluation are used to continually improve how the Coalition operates. Self-reflection and quality improvement will be integrated into the Coalition's culture.
- *Community Outcomes:* Coalition members agree that measureable, evidence-based strategies will be used to maximize community outcomes.

Goals

The specific aim of the Immunize Milwaukee! Coalition (IM!) is to increase immunization rates in Metro-Milwaukee in order to protect children, adolescents and the community-at-large from vaccine preventable disease. This will be accomplished through the following four goals:

1. To provide immunization education and increase awareness to the community, healthcare providers, public policymakers, and business leaders
 - By designing and supporting education efforts to increase public awareness about the importance of recommended immunizations.
 - By empowering the community and individual parents as a means of increasing awareness of and adherence to recommended immunization schedules.
 - By educating healthcare professionals who serve people in Metro-Milwaukee about national, state, and local recommendations for immunization practices.
2. To advocate for policies that will advance the coalition's mission and vision, and to educate policy makers regarding the importance of immunization

3. To promote, support, and maintain community access to immunization services in order to eliminate disparities in immunization rates for all people.
4. To develop an effective and sustainable collaboration capable of catalyzing and implementing change
 - By recruiting and retaining members from a wide array of public and private organizations who have an active interest in improving the health of Metro Milwaukeeans through evidence-based practices, and also share the Coalition’s core mission and vision.
 - By exploring, developing and maintaining partnerships with private organizations, public agencies, and parents that work towards Coalition goals and objectives.
 - By securing diversified, multi-year funding to maintain and advance the Coalition’s initiatives.

Objectives to meet these goals along with a work plan including action steps can be found at the end of the IM! Charter.

Structure

Immunize Milwaukee! Coalition consists of the following components:

- Coalition Officers
 - Chairperson
 - Vice Chair
 - Secretary-Treasurer
- General Members
- Board of Directors
- Work Groups
 - Work Group Chair
 - Work Group Members

Coalition Officers

Chairperson

The Chairperson shall perform or assure the performance of all the corporate business of the IM! Coalition, including:

- Preside at all meetings of the Coalition and Board of Directors
- Appointing any standing or special committees or work groups
- Overseeing the development and implementation of the Coalition's strategic plan
- Serving as official spokesperson and representative to the community at large
- Has primary responsibility for evaluation performance of contracted services and staff
- Performing other duties as may be implied by the position

Vice Chair

The Vice Chair will perform all the duties of the Chairperson in the absence of the Chair. In addition the Vice Chair will have the following responsibilities:

- Overseeing the financial viability of the organization
- Ensuring that reports to funding entities are completed and filed on a timely basis
- Performing other duties as may be implied by the position

Secretary-Treasurer

The Secretary-Treasurer is the financial officer for the Coalition and has primary responsibility for the following:

- Ensuring all the business and legal obligations of the Coalition are met
- Take minutes of all Coalition meetings, prepare agendas, and mail copies of minutes to Coalition members
- Maintain a current membership roster including email addresses, telephone numbers, and representing agency
- Completing and filing fiscal reports on time
- Ensuring that regular financial reports are prepared and that an annual review of the books is conducted
- Submitting and monitoring an annual budget
- Performing other duties as may be implied by the position

Terms of Officers

The Chairperson, Vice Chair, and Secretary-Treasurer will serve a minimum of two year terms. Officers will serve from January 1 to December 31 of the next year.

Nominations

Nominations will be requested in October. A list of nominees will be compiled from nominations submitted by members.

Elections

Elections will be held in November. Ballots will be sent to all Coalition members two weeks prior to the November election meeting. Members who cannot attend the election meeting will return their completed ballots to the Secretary-Treasurer prior to the meeting. Members attending the election meeting can return their ballots at that time. Votes will be counted at the November election meeting and the new officers will be announced. The offices will be filled by nominees receiving the majority vote.

Resignation

Any Coalition officer or member of the Board of Directors may resign at any time by providing written notice of his/her resignation to the Chairperson. Any such resignation shall take effect at the time specified therein or, if unspecified, immediately upon receipt.

Notice of the Chairperson's resignation shall be made, in writing, to the IM! members.

Removal

The entire Board of Directors or any individual member of the Board may be removed from his/her seat only with a two-thirds (2/3) vote of the active IM! members at any general or special meeting of active IM! members. New members of the Board may be elected at the same meeting. Any Board member sought to be removed for a cause shall have a right to a written notice of cause and shall be given an opportunity to address such cause prior to any vote for removal.

Vacancies

A vacancy in any office because of death, resignation, removal, disqualification, or any other cause is filled by a majority vote of the remaining Board members. Any officer elected as such shall serve until the next election for the position filled.

Board of Directors

Chairperson, Vice Chair, Secretary-Treasurer and additional members of the Coalition shall constitute the Board of Directors, which will act and make decisions on behalf of the Coalition between meetings. As IM! develops and becomes more active, subcommittees will form to address specific immunization issues. Chairpersons of these specific subcommittees will serve on the Board for as long as the subcommittees are in existence.

Work Groups

Work Groups are organized as needed with specific objectives. Work Group membership is on a voluntary basis and may include non-coalition members when necessary to complete the task of the Work Group. The Board of Directors appoints one (1) member of the Board to serve as an advisor for each Work Group that is created.

Membership

Eligibility

Any person or group with an interest in immunization, vaccines, and/or immunization practices is eligible to become an active member of the IM! Coalition, with full voting and other privileges, if otherwise qualified under such rules as the Board of Directors may from time to time provide. The individual or group must agree to sign an IM! Commitment Letter.

Membership Types

Organizational Membership: An organization can become an Organizational Member by signing the commitment letter and presenting it to the Secretary-Treasurer. An Organizational Member receives all benefits of membership, including, but not limited to receiving all notices and information sent out to the membership. For matters requiring a vote, the member organization casts one (1) vote, regardless of the number of representatives it has.

Individual Membership: An individual can become an Individual Member by signing the IM! Commitment Letter and presenting it to the Secretary-Treasurer. An Individual Member receives all benefits of membership, including, but not limited to receiving all notices and information sent out to the membership. For matters requiring a vote, the individual may cast a vote, but may not transfer this right to anyone else.

Ad hoc Membership: Any persons employed by corporations that manufacture, distribute, or profit from vaccines may become Ad hoc Members without voting rights by signing the commitment letter and presenting it to the Secretary-Treasurer. Ad hoc Members receive all notices and information sent out to the membership, however, for matters requiring a vote, the individual may not cast a vote.

Expectations of Members

- Must sign an IM! Commitment Letter, which is valid for 2 years after the date of signature
- Agree to attend at least 50% of all IM! meetings and events
 - If at all possible, a member who cannot attend a meeting should send a representative in his/her place
- Participate in determining the direction of IM!
 - Contribute to the completion of a comprehensive needs assessment
 - Assist in drafting and updating a strategic plan for IM! activities
 - Serve as a resource for the development of IM! activities
 - Gather and relay appropriate information to the coalition to serve as a basis for decisions
 - Help to develop and implement a self-sufficiency plan
- Serve as the liaison between the member's organization and IM!
- Assist in the implementation of activities, including those that directly involve or relate to the member's organization
- Represent the IM! at key community meetings and events
- Serve as an ambassador for the work of the coalition and promote its mission whenever and wherever possible

Membership Requests/Approval

Prospective members are given copies of the IM! Commitment Letter and the IM! Charter Document. Any prospective member must agree to sign an IM! Commitment Letter. Membership requests are reviewed quarterly by the Board of Directors. Process for Approval??

Duration of Membership

Membership is valid for 2 years after the sign date of the IM! Commitment Letter. If they wish to remain active, members must renew their commitment every two years.

Record of Membership

A record containing the names, address, and e-mail address of all IM! Coalition members and the ending date of their membership is kept and maintained by the Secretary-Treasurer.

Recruitment

The IM! Coalition is an organization of volunteers consisting of individuals and representatives of agencies, business, and organizations from various community segments. Any interested individual or organization designating a representative may join the IM! Coalition as long as he/she adheres to the mission of IM! Coalition. The recruited organization must agree to sign an IM! Commitment Letter.

Removal

Officers or general members may be removed from office by a majority vote of the Board of Directors for the following reasons:

- Unexcused absence from more than one-half (1/2) of all meetings within a 12 month period
- Habitual conduct that disrupts the Coalition and interferes with the conduct of its business
- Conduct that negatively impacts confidence in the Coalition, such as a conflict of interest violation or a breach of confidentiality

Meetings

Definition of a Meeting

Coalition members live and work across the breadth of Southeastern Wisconsin. Physically gathering at the same location at the same time can be difficult. Thus, a meeting is defined as any teleconference or physical gathering of members, or combination thereof, of which proper notification has been provided, and in which there is a quorum.

Correspondence/Notification of Meetings

Minutes from each meeting, handouts for members who were absent, agendas, and meeting notices will be e-mailed to all members at least one week prior to the next meeting.

The Secretary should be notified if members wish to invited guests to the IM! meetings.

Quorum

One-half (1/2) of the membership of the Coalition shall constitute a quorum at IM! meetings. It is the responsibility of the Secretary to maintain an accurate account of members present at each meeting.

A majority of Board of Directors shall constitute a quorum at meetings of the Board of Directors.

Annual Meeting

A regular annual meeting of all IM! members is held during the month of January each year. Goals and action plan of the past year are evaluated and the new goals and action plans for the upcoming year are developed.

Routine Meeting

1. Regular meetings of the IM! Coalition are held _____ or as needed.
2. Work Group meetings are regularly scheduled for the 3rd Wednesday of every month, from 2-4pm.
3. Special meetings can be called by the Chairperson, Board or Directors, or by written request of three members of the Coalition. The purposed of the meeting shall be stated in the call. This may include a planning retreat for all members.

Open Meetings

All regularly scheduled meetings of IM!, the Board of Directors, and work groups shall be open. Meetings of the Board may be closed at the discretion of the Chairperson.

Meeting Agenda

Meeting agendas are sent by email to all members at least one week prior to the meeting. Members have the opportunity to add to the meeting agenda up until 10 working days before each meeting.

Rules of Order

1. The Chairperson shall moderate the meeting. Members who wish to speak must be recognized, in turn, by the Chairperson.
2. Side conversations will be kept to a minimum.
3. The Chairperson has the authority and responsibility to “keep the meeting” moving by cutting discussion short.
4. Members should be open to the diversity of membership. Questions and constructive comments should not be criticized or ridiculed.

Voting, Decision-making, and Conflicts

1. Each Organizational Member has one (1) vote, regardless of the number of representatives from the agency. An Individual Member has one (1) vote.
2. Decisions are reached by a simple majority.
3. Conflicts that arise during or between meetings are negotiated by the Chairperson or Board of Directors.

Evaluation

During the regular annual meeting, the IM! Coalition conducts an annual evaluation of the functioning of the IM! Coalition in order to maximize the effectiveness of the IM! Coalition and its meetings.

Amendments

Any eligible IM! member may, upon written proposal to the Board of Directors, request an amendment to the IM! Charter. The IM! Charter may be amended, altered, changed or repealed with a two-thirds (2/3) vote of the active IM! members at any general or special meeting of active IM! members.