

**ALLEGHENY COUNTY
COALITION FOR RECOVERY**

**MEMBERSHIP
HANDBOOK**



**MEMBERSHIP HANDBOOK
ALLEGHENY COUNTY COALITION FOR RECOVERY**

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Rev 7/12

Who is Allegheny County Coalition for Recovery?

The mission of ACCR is to increase awareness of behavioral health recovery and to promote the use of recovery principles and practices in behavioral health services in Allegheny County.

ACCR is a Coalition-- we are allies!

We are a group of people in recovery, their families, and behavioral health social service agency professionals. We are stakeholders who are partners working together to promote changes in the way services are delivered to make them more recovery and wellness oriented and person and/or family centered. ACCR committees provide opportunities for people to work together in these efforts

Recovery

“A process of change through which individuals improve their health and wellness, live a self-directed life, and strive to reach their full potential” (SAMHSA 2011).

STAKEHOLDER PHILOSOPHY

As a coalition of stakeholders, people in recovery from or with serious mental distress and/or substance or behavioral additions, their family members and behavioral health professionals, we work together to combat stigma and to promote awareness of the reality of recovery and recovery related principles. The stakeholder philosophy also means we are intentional about working to recruit individuals from a wide variety of cultural and religious backgrounds. We want our efforts to improve services for all people.

The Committees on Which You Can Become Involved

Child and Family Resiliency/Recovery Committee – In 2006 this workgroup wrote the white paper, *Guidelines for Developing Resiliency and Recovery Oriented Behavioral Health Systems for Children and Families*. Next they published *Recovery and Resiliency: A Crosswalk*, a brochure outlining the basic principles of Recovery and Resiliency Oriented Services (R/ROS).

This work group has held dialogues (see below on Consumer-Provider Collaborative) on the radio and before groups of professionals. It designed a toolkit with a training in recovery and resiliency principles and practices that recognizing the place of trauma in emotional distress. In the summer 2012, it began the first round of the “Train the Champions” project to train others to present this education in recovery and resiliency oriented services.

Consumer and Provider Collaborative – Communications between people engaged in community mental health service and the professionals who serve them usually take place in a clinical setting. Relationships developed in these setting have often not been helpful in honestly talking about the feelings, thoughts, or beliefs of either party.

In many cases, the resulting lack of understanding leads to frustration and unsatisfying interactions and difficulties in developing collaborative efforts toward recovery for the individual or a positive professional experience.

The Consumer-Provider Collaborative facilitates understanding between users and providers of services outside of their usual roles so that they can better understand the relationship between them. Mutual respect and understanding results from facilitated groups called, “Dialogues.” Dialogues allow the honest exchange of ideas about the experiences and beliefs of persons receiving services and those providing services. Dialogues clarify how those experiences impact the recovery process.

C-PC serves as an advisory group to others who are interested in developing dialogues and promoting recovery. It also provides assistance in the planning and facilitation of dialogue and triologue groups.

ACCR and the C-PC have held more dialogues than any other group in the USA. We’ve held dialogues between practicing professionals and people who receive services: clergy and pastoral counselors, medical students and psychiatry residents through the Center for Public Service Psychiatry, the 2006 American Medical Association’s Community Psychiatrists Committee, NAMI, SWPA Triologue and many more at local behavioral health social service agencies

Education Committee – The mission of the Education Committee is to eliminate the negative stigma that often accompanies a person who has received a diagnosis of a mental illness. It also seeks to promote, through education and training, the principles and practices of recovery-oriented services. Foremost among the principles of recovery-oriented services is the implementation of service planning goals that include and move beyond the traditional treatment planning goals of medication management, symptom reduction and the elimination of inpatient hospital stays. These traditional goals of services are an excellent starting point after a crisis. The Education Committee, through its Social

Marketing Task Force on Meaningful Activities, sought to promote the next steps in individual recovery by helping service providers and people in recovery set goals for increase quality of life through activities that add meaning and purpose.

The ACCR Education Committee's purpose is to develop educational resources and programs for service providers. The committee developed an educational toolkit to assist in recovery education activities. They published the colorful *Hope and Change: Imagine the Possibilities* booklet which highlights stories of people in recovery. In 2011 they published a brochure to decrease stigma within agencies entitled *Words Matter: Using Person-First Language*.

Public Awareness – This committee also has the charge of combating stigma plus raising the public's awareness of the hope contained in the recovery from mental illness. It informs the public, service providers and service users that individuals affected by mental illness and addiction “*can and do*” recover.

The Public Awareness Committee promotes the use of recovery principles and practices by using the media to call attention to the need to eliminate stigma and discrimination. It encourages individuals to actively participate in their own recovery and offers advocacy and support to peers. Activities such as the annual Undependence Day, the 2006 Run/Walk event at Schenley Park worked to eliminate the stigma of mental illness.

Quality Improvement –The Quality Improvement Committee has been involved from the beginning in the implementation of the award winning Single Point of Accountability (SPA). QI has aided people with lived

experience of recovery and families in involvement in the design of and training for this new way of resource coordination in practical ways.

This workgroup developed best practices standards and guidelines with quality indicators for measuring fidelity to the person-centered, empowering, recovery-oriented model of services. The white paper, *Guidelines for Developing Recovery Oriented Behavioral Health Systems*, written in 2006. The 2006 version is a part of every provider's contract with Allegheny County Department of Human Services, Office of Behavioral Health. An updated revision of the Guidelines document came out in the winter of 2013 to better reflect the progress that has been made in recent years in the recovery orientation of services.

Following the white paper, Quality Improvement published a simple easy to follow brochure of the eleven principles it developed.

With a focus on the 25-year life expectancy disparity of people with diagnoses of severe mental illness the workgroup designed and assembled a Wellness Toolkit, in partnership with Community Care and the Single Point of Accountability in their wellness initiatives.

Website: The Coalition's web site at <http://www.coalitionforrecovery.org> is the location to see all our publications and papers. There are tools and resources there for students, academics, families and all people in recovery from substance abuse and mental illnesses. Check the website for updated meeting times and locations of all of ACCR's committee plus other recovery committees and groups and conferences.

**ALLEGHENY COUNTY COALITION FOR RECOVERY
Committee Co-Chairs**

Child and Family Recovery/Resiliency Committee

Paul Barkowitz 412-276-1557 paulbark@gmail.com
Angela Moffe 412-884-4500 x 2127 amoffe@hsao.info

Consumer-Provider Collaborative

Wes Sowers 412-624-2187 sowerswe@upmc.edu
Sarah Goldstein 412-402-7511 goldsteinse@ccbh.com

Education Committee

Dennis Hughes 412-731-4736 dennis_hughes65@yahoo.com

Public Awareness Committee

Lori Ann Pace 412-445-3288 loripace426@gmail.com
Barbara Witherspoon 412-277-0390 Royal.Spoon@yahoo.com

Steering Committee

Dennis Hughes 412-731-4736 dennis_hughes65@yahoo.com
Marc Sturgeon-Rusiewicz 724-335-9883 x 5526 sturgeonm@fswp.org

Quality Improvement Committee

Wes Sowers 412-624-2187 sowarse@upmc.edu
Anthony Lucas 412-325-1100 alucas@ahci.org

ALLEGHENY COUNTY DEPARTMENT OF HUMAN SERVICES, SYSTEM
TRANSFORMATION UNIT
STAFF SUPPORT TO ACCR

William Boyce 412-350-4166 William.Boyce@AlleghenyCounty.US

- Education Committee
- Membership recruitment, retention & orientation
- Public Awareness Committee
- Special Projects and Events

- Child and Family Recovery and Resiliency Committee
- Consumer-Provider Collaborative
- Quality Improvement Committee (SPA Wellness Initiative)
- Membership recruitment, retention & orientation

ACCR COMMITTEE TIMES & LOCATIONS

Committees	Meeting Date/ Time	Location
CHILD AND FAMILY RECOVERY & RESILIENCY COMMITTEE	2 nd Tuesdays 10:00 to 11:30	Panera's Bread in Oakland, Blvd of the Allies
CONSUMER-PROVIDER COLLABORATIVE	3 rd Fridays 12:00 to 1:30	Community Care 112 Washington Place, Room 750
EDUCATION COMMITTEE	3 rd Tuesdays 12:30 to 2:00	Community Care 112 Washington Place, Board Room
PUBLIC AWARENESS COMMITTEE	1 st Wednesdays 1:00 to 2:30	Human Service Building, 1 Smithfield Street Room TBD
QUALITY IMPROVEMENT COMMITTEE	1 st Fridays 12:00 to 1:30 pm	Community Care 112 Washington Place, Pittsburgh, PA 15219 Room 321
STEERING COMMITTEE	Last Fridays 12:30 – 2:30	Life's Work 1323 Forbes Avenue Board Room

Please see the ACCR website for the latest days, times, and locations of meetings as they are subject to change.

<http://www.coalitionforrecovery.org>

Meeting Practices





ALLEGHENY COUNTY COALITION FOR RECOVERY

C/O Peer Support & Advocacy Network
938 Penn Avenue – Third Floor
Pittsburgh, PA 15222

Suggested Practices for All Committee Meetings

1. **Turn cell phones off or to vibrate.** Please set your cell phones to vibrate before the meeting begins. Small interruptions like the repeated ringing of a cell phone can be especially distracting to people who have attention deficit problems due to symptoms or medication side effects.
2. **Conduct cell phone calls outside of meeting room.** If you receive a call during the meeting, ask the caller to hold please, and then go into the hallway to answer it. It's disruptive to the meeting and disrespectful to the individual speaking if you are in the corner of the room talking no matter how quietly you are trying to speak.
3. **Attend meetings.** Please make it a priority to attend meetings. If you're unable to attend a meeting but still want to have input on a particular issue, contact one of the Committee Co-chairs or another Committee member with whom you are comfortable talking and ask that your ideas and/or comments be considered in the Committee's discussions.
4. **Get on the Agenda.** Part of making sure your voice and ideas are heard involves working with the entire committee so that meetings are run smoothly and in a manner which allows everyone a chance to get their ideas heard. The best way to insure the group hears your ideas is to make a request to the Committee Co-chairs for time on the agenda. Through making a formal request, you can insure that sufficient time is set aside to address your concerns. Once you are allotted a specific amount of time to present your concerns you will be more able to plan your presentation. In addition, once the agenda is distributed prior to the meeting, other group members will have the opportunity to prepare for your presentation as well.
5. **Respect the work the Committee has done in your absence.** If you have missed several meetings, please remember that others

have been working in your absence and have made decisions about various matters. For any committee to make progress, it cannot go back and revisit previous decisions. Newcomers will be more effective later on if they can be patient and listen to the committee for a meeting or two or more. Get to know your committee, your new colleagues before making any assumptions that they need your redirection. Besides! You might learn a lot!

6. **Respect the majority decision of the group.** There will be times you disagree passionately with a decision made by the group. This frustration is part of committee work. Being able to accept what is and move on to be productive on another issue is recovery and growth in action.
7. **Become a great listener. Don't interrupt others.** The first way to gain self-control if you tend to interrupt others is to focus on really listening to others. People call it "active listening". If you focus on what the other person is saying and watching their body language you can't be thinking about what you are going to say in response at the same time. A second issue for those of us in recovery is short term memory can be a real problem. We tend to want to get out what we want to say quickly, before we forget. We think if we wait our turn the topic will change or we'll just forget altogether what we were going to say. This short-term memory loss is a symptom of many mental illnesses and on top of that, short-term memory loss is a side effect of many medications. Even though it is more difficult for people in recovery to participate in groups because of this, it is still important to not interrupt others. It is for the good of the group and it results in dignity for you and respect from the group. A trick that works for many people is to always take a pen or pencil to the meeting. Write down on the agenda margins or on a separate piece of paper a note about what you wanted to say. Then, when it is your turn and the co-chair calls on you, you can bring the whole group back to the point you wanted to make. This is a skill that must be practiced. You will continue to get better at if you practice it
8. **Don't monopolize.** Some people are "quieter" than others, but they still have important things for the committee to consider. It's important for all members of the committee to express their knowledge, experience and opinions. If you have already shared your suggestions or thoughts, allow others to have the same privilege. It is especially difficult for people who have been recovering from serious mental illness for many years to be assertive. All committee members have to give "room" to people to begin to express themselves in front of others.

9. **Don't attack ideas and never attack not people.** Every idea has value, even if you don't agree with it. Every person has equal value no matter what their opinion. Forget about your differences of opinion the moment the meeting is over. Let go of anger and reach out as a friend. We are a coalition of allies working on our common goal of system transformation.
10. **Majority rules.** The Committee respects your right to disagree, but once a decision has been voted on and finalized, discussion of that issue will end and the group will need to move on to the next issue.
11. **Stay on topic:** Most groups have at least one person who tends to take the talk off track from the agenda item being discussed. Co-chairs have the responsibility of providing a written agenda. All meeting participants have the responsibility of gently guiding the meeting back to the agenda items. This should never be done rudely, of course. It is important that all members have a rewarding experience.
12. **Decide on Action Steps:** Wrap up meetings with a clear statement of the next steps and who is to take them.

Allegheny County Coalition for Recovery

Gaining Respect & Trust in Committees

- ❖ Treat everyone one with the respect you would wish to receive yourself. A spirit of cooperation and respect allows every meeting to move forward in a smooth fashion. Honor the dignity of yourself and all others.
- ❖ Avoid gossip and rumor spreading **at all costs**. Nothing undermines the effort of the group more than divisive behaviors and negative attitudes.
- ❖ Strive to speak directly to issues of concern. Develop a habit of being direct and to the point.
- ❖ Seek to be honest and patient with fellow committee members. They in turn will follow your example and return those respectful courtesies to you.
- ❖ Develop the habit of following through on your commitments. Be honest and say “no” before you take on a task that you cannot complete. Don’t be afraid to ask for help when you need it. Reliability is the one quality which allows committees to grow and function.
- ❖ Above all honor the confidentiality of others. Everyone works better when they are free to say what they feel while knowing that what they say will not be used to harm themselves or others.

Adapted from “Building Trust” by Franklin Covey

General Email Standards

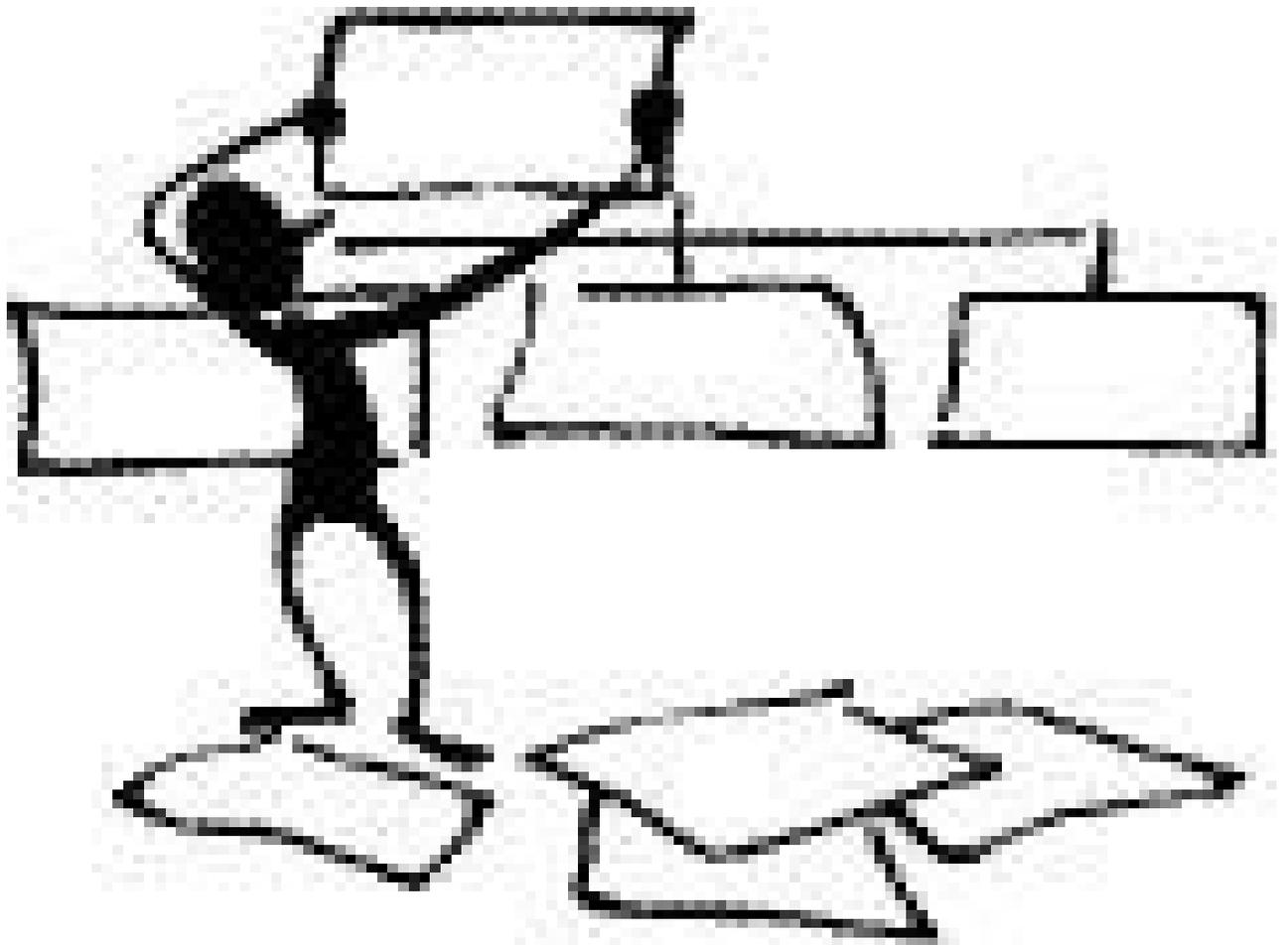
- Respond to emails promptly, even if only to acknowledge you have received the message. No message should go unanswered longer than 5 business days. Consider setting up an “Out of Office” message in Outlook.
- Be aware that emails lack cues for body language and tone of voice. People sometimes react very strongly and seriously to emails. Writing humorously takes great skill!
- Check yourself before reacting to and again before sending messages, when the situation is emotional, intense, politically sensitive, or important.
- Do not use ALL CAPS in email messages. Don't use **bold** too much. Don't use print that is overly large. Don't use ***asterisks*** and other symbols to make your words stand out. These things are all considered rude and are read as if you were shouting at the person.
- Activate the auto spell check and grammar check for all your outgoing messages. Emails full of typos, spelling errors and especially poor grammar are hard to read. The spell check on the computer does the correcting for you. Avoid the super abbreviated style of twitter or face book in the use of business correspondence.
- Always be sure to identify what your email is about in the subject line. This is a good way to let people know how important it is for them so they can prioritize and respond quickly if necessary.
- Use the features in Outlook if you have it to indicate that a message requires follow-up or is of high importance.

Regarding Rights of Membership and Computer Technology

- In today's world most business communication takes place through email. Having access to a library or school computer and having the skills necessary to maintain a free account, open attached documents and return a reply are basic to "staying in the loop". The ancient Greek philosophers said it first, "knowledge is power". Community activists and agents of change have known it ever since.
- We encourage **all** people on ACCR committees to become comfortable with the basic skills to operate a computer to get email. At the same time we encourage **all** members who have computer skills to be open to mentoring those who are learning what is sometimes a frightening and confusing technology.
- Public libraries and many psychiatric or social rehabilitation centers and drop-in-centers have free access to computer labs. Free email accounts are available from AOL, Yahoo, Hotmail and MSN. All it takes to maintain a free account is checking your mail regularly. Ask for help or offer help to others.
- People who do not have access to a computer for whatever reason, have rights to the flow of information too. ACCR has a policy that minutes are available online two weeks after a committee meeting. At that point, the best attempts at mailing hard copies through the U. S. postal service will be made. For those **who do not** have email must supply an up-to-date valid address to the chair of the committee on which they serve.

Partially adapted from Robert's Rules for Dummies, C. Alan Jennings, p. 46

Forms, Policies and Procedures



ALLEGHENY COUNTY COALITION FOR RECOVERY

Co-Chair Job Duties and Requirements

Responsibilities for Co-Chairs to Share

1. Prepare an agenda for all committee meetings two weeks before the meeting.
2. Distribute or ensure the distribution of the agenda and previous minutes at least one week before the meeting.
3. Receive, review and correct all committee minutes
4. Ensure that all Committee members are informed about meetings at least one week in advance of their occurrence.
5. Conduct/lead all Committee meetings to follow agenda, complete committee business and ensure all members of the committee are involved in the process.
6. Review and authorize reimbursement/payment for any expenditures and send to a Co-Chair of the Steering Committee
7. Send e-copy of corrected minutes to designated County staff support for posting to the ACCR website on a monthly basis.
8. Send copy of announcements of activities or events of the committee to designated County staff support person to be posed to the website

Requirements

1. Be willing to committee to regularly attend committee meetings.
2. Must have email or post office address to receive and send committee communication.
3. Be willing to work together with the other Co-Chair to share responsibilities
4. Able to devote about two hours per month to each committee: one and a half hours each month to meeting attendance and 30 minutes to read previous minutes and agenda before each meeting (add travel times for your needs)



ALLEGHENY COUNTY COALITION FOR RECOVERY

C/O Peer Support & Advocacy Network
938 Penn Avenue – Third Floor
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ACCR COMMITTEE CO-CHAIR APPLICATION FORM

Please print the following information

Name: _____ Date: _____

Mailing Address: _____

City: _____ Zip Code: _____

Telephone Number _____ Email: _____

❖ Please state briefly what recovery means to you.

❖ Please state briefly why you are interested in serving as a committee Co-Chair.

I understand that if I am selected as a Committee Co-Chair, I am expected to regularly attend all committee meetings and that I may be asked to do committee work outside of meetings. When I am unable to attend meetings, I will contact the other Co-Chair or ACCR support staff.

Applicant Signature

Date



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Pittsburgh, PA 15222

MINUTE RECORDERS FOR ALLEGHENY COUNTY COALITION FOR RECOVERY (ACCR) COMMITTEE MEETINGS

Time Commitment

Most committees meet one time each month. Meetings usually last 1.5 hours.

Compensation

Minute recorders are paid \$60.00 for each meeting for which they complete *CORRECTED* minutes. Checks will be requested after accurate minutes are ready for posting the Coalition's website.

Requirements

- Ability to listen closely and take notes during meetings
- Include all required information in minutes (attendance, assignments, due dates, etc.)
- Ability to type notes after meeting
- Reliable access to a computer and the internet
- Know how to use Microsoft Word or Wordpad (Word is much preferred and easier)
- Ability to use email and send attachments
- Reliably attend all monthly meetings

For more information, contact Margaret Park (412) 350-3455 or William Boyce (412) 350-4166.



ALLEGHENY COUNTY COALITION FOR RECOVERY

C/O Peer Support & Advocacy Network
938 Penn Avenue – Third Floor
Pittsburgh, PA 15222
412-227-0402

COMMITTEE ADVISORS FOR ALLEGHENY COUNTY COALITION FOR RECOVERY (ACCR) COMMITTEE MEETINGS

Time Commitment

Most committees meet one time each month. Meetings usually last 1.5 hours.

Requirements

- Be willing and able to travel to and regularly attend committee meetings
- Must have email or valid post office address to receive committee communications
- Be willing and able to work together with committee members to complete tasks
- Be willing and able to share your ideas and viewpoints with the committee

Compensation

Committee Advisors are paid \$35.00 for each meeting they attend.

For more information, contact Margaret Park (412) 350-3455 or William Boyce (412) 350-4166.



ALLEGHENY COUNTY COALITION FOR RECOVERY

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ACCR COMMITTEE ADVISOR APPLICATION FORM

Please print the following information

Name: _____ Date: _____

Mailing Address: _____ SSN: _____

City: _____ Zip Code: _____

Telephone Number _____ Email: _____

Committee on which you are interested in serving _____

Please state briefly why you are interested in serving on this committee (continue on back as necessary).

I understand that if I am selected as a Committee Advisor, I am expected to regularly attend all committee meetings and that I may be asked to do committee work outside of meetings. When I am unable to attend meetings, I will contact one of the Co-Chairs.

Applicant Signature Date

I approve the above applicant to be considered for a Committee Advisor position.

Co-Chair Date Co-Chair Date

Steering Committee Co-Chair Date

**ALLEGHENY COUNTY COALITION FOR RECOVERY
Committee:
Date:
AGENDA**

Welcome and Introductions:

Review of Agenda

Brief Announcements:

Item 1:

Item 2:

Next Meeting –

ALLEGHENY COUNTY COALITION FOR RECOVERY

Committee:

Date:

MINUTES

Chair(s):

Present:

Absent:

Welcome and brief Announcements:

Item 1:

Discussion

Actions taken

Assignments and due dates

Item 2:

Next Meeting –

ACCR POLICY AND PROCEDURES ON STIPENDS, COMPENSATION, AND REIMBURSEMENT

Policy: When individuals volunteer to help the mission of ACCR by participating on committees, workgroups, and ACCR related projects, they shall have the opportunity to be reimbursed for costs they incur in such participation, or to receive a stipend for their participation.

Eligible Positions: The following positions are eligible for compensation in the form of stipends. Positions may be added or deleted from time to time with the approval of the ACCR steering committee.

- **Co-chair:** Will assist in formulating agenda, facilitating committee discussions, keeping membership records, meeting reminders and payment procedures. Payment will be \$ 60.00 per meeting.
- **Recorder:** Will be responsible for documenting action made during meetings and outlining major discussion items. They will also be responsible for working with co-chairs to develop meeting minutes and coordinating the distribution of the minutes to members of the committee. Payment will be \$60.00 per meeting.
- **Event Coordination and Administrative Support:** Will be involved in specific projects (e.g. staffing of Public Awareness information tables). Each committee will define the type and amount of administrative support required. Reimbursement for these duties will be at \$ 10.00 per hour for a pre-determined number of hours.
- **Committee Advisor Positions:** The committees will be able to reimburse expenses for 2-3 Advisor positions at a rate of \$ 35.00 per-meeting.
- **Ad hoc positions:** The co-chairs will have the discretion to approve time limited contracts which will be individualized to reflect the specific scope of the work required. Committee co-chairs will communicate contract expectations to each contracted individual. Payment for duties which exceed \$200.00 or which exceed the approved budget must have prior approval from the Steering Committee.

Rates: Rates for reimbursements and for stipends will be set annually by the steering committee.

Stipend Procedure: Individuals who wish to receive a stipend for participation must be approved as a committee advisor, co-chair, or recorder of the committee. The individual must fill out an application form for the position. A committee co-chair and a Steering Committee co-chair will approve the person's participation as a stipend recipient.

If a person is to be reimbursed for expenses, he/she needs to fill out an expense reimbursement form and turn in to the committee chairperson with any relevant receipts. Approved individuals may also receive bus tickets as reimbursement for transportation costs.

**ACCR CONSUMER/SURVIVOR AND FAMILY MEMBER PAYMENT
PROCEDURES:**

For Committee Advisors

1. Co-chair confirms payment and sends invoice to Steering Committee Co-chair.
2. A Steering Committee Co-chair sends invoice to fiduciary.
3. Fiduciary mails payment.

For Committee Co-Chairs, Recorders, and Contract Personnel

1. Co-Chair completes Independent Contract Agreement including description of job duties and conditions for payment. Individual signs contract along with Committee Co-Chair
2. Committee Co-Chair mails contract to a Steering Committee Co-Chair.
3. A Steering Committee Co-Chair mails contract to the fiduciary.
4. Individual performs duties required in contract and shows product (if appropriate) to co-chair.
5. A co-chair completes ACCR Invoice and mails to Steering Committee Co-Chair.
6. Steering Committee Co-Chair reviews form and signs to authorize payment. ACCR Invoice is e-mailed to the fiduciary.

Annual Rate Structure

Position	Rate / unit	Position Expectations	Comments
Committee Advisor	\$35 / meeting	Attendance and participation.	2 to 3 volunteer advisors per committee
Special Projects	\$10 / hour	Completion of assigned task.	Requires documentation of time and approval of ACCR authorized person
Co-chair	\$60/ meeting	Includes attendance, preparation of agenda and facilitation of meeting.	Works in cooperation with other co-chair.
Recorder	\$60 / meeting	Includes attendance at meeting and preparation of minutes	E-mail completed minutes to co-chair.
Other paid positions – Ad Hoc	Negotiated	Negotiated based on skills needed and market based rates.	Not to exceed \$200 per occurrence without steering comm. approval

INDEPENDENT CONTRACTOR AGREEMENT

THIS INDEPENDENT CONTRACTOR AGREEMENT (this “**Agreement**”) is entered into as of the 20th day of March 2009 between the ACCR and _____ (“**Agent**”), an individual residing at _____

WHEREAS, the Peer Support and Advocacy Network is a 501 3 c that serves as fiduciary for a coalition known as The Allegheny County Coalition for Recovery (ACCR);

WHEREAS, Agent is engaged in the business of Administrative Support (the “**Services**” for the Coalition); and

WHEREAS, the parties wish to enter into an agreement pursuant to which Agent shall provide the Services to the, Coalition subject to the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual promises contained herein, and intending to be legally bound hereby, the Company and Agent agree as follows:

1. Representative. The Company hereby engages the Agent to provide the Services which shall include, but not be limited to, the following:

2. Consideration. In consideration for the Services, the Company shall pay Agent _____. The amount may be subject to change by a majority vote of the Steering Committee regarding the compensation of all Committee Co-Chairs.

3. Payment of Consideration. Payments owed to Agent hereunder shall be made upon receipt of an invoice provided by agent on a monthly basis.

4. Expenses. Agent shall be solely responsible for expenses incurred in providing the Services hereunder.

5. Term. Except as otherwise provided in this section, this Agreement shall commence on the date first written above and shall continue in full force and effect for a period of one (1) year (the “**Term**”). Either party may terminate this Agreement prior to the expiration of the Term for any reason upon providing the other party with thirty (30) days prior written notice of the party’s intention to terminate. Notwithstanding the foregoing, this Agreement shall terminate immediately and without notice upon the material breach or failure in the performance of either party’s obligations under this Agreement.

6. Independent Contractor. Agent’s relationship to the Company is that of an independent contractor. Agent shall not be deemed in any way or for any purpose to have become, by the execution of this Agreement or any action taken hereunder, a partner of the Company in its business or a joint venture or a member of a joint enterprise with the Company, it being intended that Agent shall not have the authority to bind the Company in any respect. In particular, Agent shall not sign or approve any document on behalf of the Company, except with the prior written consent of the Company or its designee. Agent acknowledges and understands that Agent is not entitled to participate in any plans, arrangements or distributions pertaining to or connected with any pension or other deferred compensation plan, health, life or

disability insurance programs or any other fringe benefits, which the Company, from time to time, provides for its employees. Agent shall be solely responsible for all costs incurred for health and/or life insurance on his behalf. Agent shall be solely responsible for making all federal, state and local tax deposits relating to compensation received as a result of his relationship with the Company and shall hold the Company harmless from and against any and all tax liability relating thereto.

7. Indemnification. Agent shall indemnify and hold the Company and its affiliates, controlling persons, directors, officers, employers and agents harmless from (collectively, the “**Indemnitees**”), and shall reimburse the Indemnitees for, any loss, claim, damage or liability, including reasonable fees and expenses of counsel, suffered or incurred by them, whether or not involving a third-party claim, resulting from or in connection with (a) any breach of a representation or warranty made by Agent in this Agreement; (b) any breach by Agent of a covenant or agreement hereunder; or (c) any negligence, misrepresentation or willful misconduct of Agent in the performance of the terms, obligations and conditions under this Agreement.

8. Assignment. The Services to be rendered hereunder by Agent are unique and Agent may not assign any of Agent’s rights or delegate any of Agent’s duties under this Agreement, nor may Agent hire any employees to assist him in the performance of duties under this Agreement.

9. Modifications or Amendments. Modification and amendments to this Agreement shall be in writing and signed by the parties.

10. Entire Agreement. This Agreement constitutes the entire Agreement between the parties as to this subject matter. Any prior oral or written communications or agreement of the parties with respect to the subject matter hereof not expressly set forth in this Agreement are of no force or effect. Any additional or inconsistent terms in any acknowledgement or acceptance of an order, or any other documents received from the Company, are of no effect.

The parties have executed this Agreement as of the date first above written.

WITNESS:

Date

By Agent

Date

Committee Co-Chair

Date

Steering Committee Co-Chair

ATTEST:

Peer Support And Advocacy Network

Date

Executive Director