

## Morristown United for Healthy Living Polices for Action

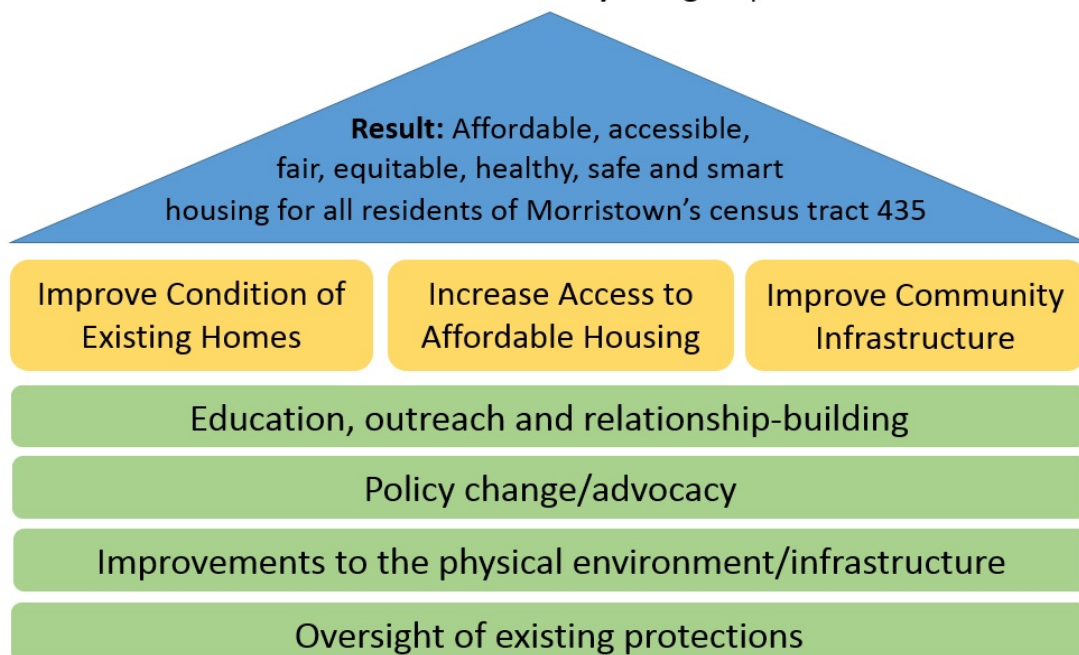
The purpose of this document is to provide guidance and assistance to the workgroups of the Morristown United for Healthy Living (MUHL) Coalition. It is intended to be a practical guide to help the workgroups to take action in addressing the goals and priorities of the Coalition and to ensure that workgroups collaborate harmoniously across the Coalition, contributing to the transparency, quality, sustainability, and effectiveness of MUHL.

The first section of this guide briefly introduces the MUHL Impact Statement and the Impact model. The second section highlights where to find MUHL strategies. The third section presents guidelines that are considered key to successful collaboration within MUHL.

This policy may be revised and updated as needed, with additional information and materials incorporated as they become available. Coalition partners are encouraged to send comments and suggestions to the MUHL Steering Committee (via [morristownunited@njhealthmatters.org](mailto:morristownunited@njhealthmatters.org)).

- 1. Impact Statement:** We will improve the condition of existing homes, increase access to affordable housing stock (rented and owned), and improve the built environment/ community infrastructure via resident education and outreach, policy change/advocacy, improvements to the physical environment, and oversight of existing protections for all people living in 435 with a particular focus on equity.

### Morristown United for Healthy Living: Impact Model





## 2. Workgroup Strategies

Current workgroup strategies can be found at [www.njhealthmatters.org/tiles/morris](http://www.njhealthmatters.org/tiles/morris), under the section entitled “Morristown United for Healthy Living.”

## 3. Policies for Action for Workgroups

The MUHL Steering Committee has been working to generate positive change in the community; therefore, we are presenting the following policies which may enhance the efficiency and effectiveness of the MUHL workgroups and contribute to the success of project or initiative undertaken by our Coalition.

The coalition has organized three workgroups based on the MUHL Impact Model: 1) Improve the conditions of existing homes group, 2) the increase access to affordable housing group, and 3) the improve community infrastructure/sense of community group (although overlap and cross-collaboration is welcome!).

The following are the activities/events that must be approved by the Steering Committee before implementation:

- Attending meetings on behalf of MUHL
- Participating in advocacy activities on behalf of MUHL
- Public presentations
- Street fairs
- Grant requests
- Education materials or events (workshops, lectures, etc.)
- Letters of support
- Flyers or other documents which may include the MUHL name and logo

### **General Guidelines**

1. The Steering Committee must have a brief description of the event/activity or idea which requires the submission of a proposal by using the MUHL Collaborative activity planning form (see next page), after which the Steering Committee will review and provide the necessary feedback and approval.
2. All activities/events must be designed to meet the needs of people living in Census Tract 435.
3. All events/activities should be co-branded with the organization(s) leading the event/activity and the Morristown United for Healthy Living Coalition (a high-resolution logo can be downloaded by clicking [HERE](#))
4. If the activity/event involves providing education or training to community members or other stakeholders, the Steering Committee must review the curriculum/content in advance.
5. MUHL Steering Committee will present all approved activities/events to the full MUHL Coalition at a monthly meeting prior to implementation.



## **Workgroup Member Roles and Responsibilities**

### **Members will:**

1. Participate in monthly meetings
2. Endorse and promote activities approved by the Steering Committee and larger Coalition
3. Demonstrate respect to other members of the Coalition
4. Undertake the workgroup responsibilities as identified

*When a member of the work groups has been absent—without reasonable justification—from three meetings of the coalition within 6 months, they will be considered “inactive” members of the group, which will make them ineligible to participate in workgroup decision-making until they attend additional meetings.*

### **Work Group Decision-Making:**

- In the workgroup, decisions are made by active participation of the members who attend monthly meetings
- Each member will have one vote (there can be more than one vote per organization, if that organization has more than one active member in the workgroup; however, if there is a conflict of interest or other workgroup members have concerns, this issue should be brought up with the Steering Committee prior to voting (by emailing [morristownunited@njhealthmatters.org](mailto:morristownunited@njhealthmatters.org))
- Decisions of the work group will be made by a majority of the members present



### Activity/Event Planning Form

Work Group: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Person Responsible: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Program/ Activity Details:

*I confirm that this program/activity supports the mission, vision and Impact Model of MUHL*

Name of Activity/Event: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

#### Brief Description of the Activity/Event:

#### Resources needed:

Logistics	Yes / No	Advertisement	Yes / No
Room		Flyers	
Transportation		Letters	
Projector		Emails	
Food & Beverages		Facebook	
Other		Pop-up banner	