



## ARTICLE 1. NAME & DESCRIPTION

- 1.1 Name:** Central Oregon Suicide Prevention Alliance (COSPA)
- 1.2 Description:** A regional organization created in 2012 through a collaborative partnership among public and private organizations in Crook, Deschutes, and Jefferson Counties. COSPA serves all people in the Central Oregon area.

## ARTICLE 2. MISSION, VISION, EQUITY, VALUES, & GUIDING PRINCIPLES

- 2.1 Mission:** Develop, implement, and monitor effective programs that promote wellness and prevent suicide death, attempts, and related behaviors. This mission is achieved through integrating and coordinating county specific and regional suicide prevention activities across multiple diverse settings and systems. This includes supporting and bolstering existing programs and efforts that address risk and protective factors for suicide behaviors.
- 2.2 Vision:** **Our vision focuses on a suicide-free community across the Central Oregon region. We aim to do this by promoting resiliency, hope, and healthy physical and mental lives through diverse and inclusive projects to improve multiple systems within the region**
- 2.3 Diversity, Equity, Inclusion [DEI] Commitment:** COSPA is committed to a more racially just and equitable community. COSPA will apply a culturally responsive lens in suicide prevention efforts. We recognize our responsibility to foster this commitment, providing paths to learn, grow and undo patterns that have intentionally and unintentionally made our community unjust and inequitable.
- 2.4 Values**
- 2.4.1** Promoting life, mental wellness, and hope
  - 2.4.2** Prevent contagion
  - 2.4.3** Strategic, data-driven approach
  - 2.4.4** Community-centered
  - 2.4.5** Cultural responsiveness
  - 2.4.6** Safe Messaging
- 2.5 Guiding Principles:** The Central Oregon Suicide Prevention Alliance will promote and be guided by these principles:
- 2.5.1** Implementing **research-informed communication efforts, campaigns and interventions** designed to prevent suicide by **changing knowledge, attitudes, and behaviors** amongst specific segments of the population in order to **promote environmental change** and support suicide prevention.

- 2.5.2 **Prioritizing best practice, evidence-based practice and promising practice-**informed implementation strategies.
- 2.5.3 Increasing **knowledge of protective factors** from suicidal behaviors and that **promote life, mental and physical wellness as well as support, healing, and recovery.**
- 2.5.4 Promoting **responsible media reporting** of suicide and safety of online content related to suicide among Central Oregon media outlets.
- 2.5.5 Promoting culturally responsive efforts to **reduce access to lethal means** of suicide among individuals with identified suicide risk.
- 2.5.6 **Utilizing data** to further **evaluate and assess the impact and effectiveness** of suicide prevention, intervention, and postvention systems and to synthesize and disseminate findings.
- 2.5.7 Aim to operate from a **culturally responsiveness lens** in their work; attending to cultural differences that differ from majority cultures.

### ARTICLE 3. MEMBERSHIP

COSPA has three classes of membership: Leadership Group Members, Workgroup Members, and Champions.

**3.1 Leadership Group Members:** The Leadership Group includes multiple sectors with varying community stakeholders who are committed to fostering the mission and vision of COSPA by actively engaging in the planning and work of the alliance.

#### 3.1.1 Responsibilities

- Attending a minimum of six COSPA Leadership Group Meetings in a calendar year for primary representatives.
- Provide agenda-setting input to COSPA quarterly General Membership Workgroup meetings (e.g. speaker selection, presentations, discussion topics, etc.)
- Attending a minimum of one COSPA quarterly General Membership Workgroup meeting in a calendar year.
- Sharing individual knowledge, experience and best practices.
- Identifying suicide prevention, intervention, and postvention efforts and projects around which COSPA can add value and build momentum through the shared Action Plan.
- Contribute to a minimum of one strategy within the shared Action Plan.
- Identifying resource gaps in the region that can benefit from partnerships and COSPA support.
- Developing and approving strategies for COSPA support and activities in the region.
- Establishing focus areas and priorities for providing training/education.
- Advising and approving evaluation criteria that will be used to measure COSPA success.



- Collectively support fellow COSPA members with incorporating diversity, equity, and inclusion into the initiatives, projects, and work of the alliance.
- Responding to COSPA-related communication in a timely manner.
- Serve as champions in the Central Oregon region by communicating COSPA efforts, goals, and activities.

**3.1.2 Composition:** The Leadership Group is comprised of no fewer than 15 members. Efforts will be made to ensure that the COSPA Leadership Group includes one Representative and one Alternate who represent the following sectors in Central Oregon:

- Private Mental/Behavioral Health
- Public Mental/Behavioral Health
- Hospital/Emergency Services
- Insurance Provider
- Primary Care
- K12 Education
- Population Representatives
  - For example, Veterans, LGBTQ+, Youth-Serving, Native American, with ideally two persons representing each population area
- Law Enforcement
- Public Health
- Prevention
- Loss Survivor
- Lived Experience
- Faith
- Higher Education
- Research

**3.1.3 Decision making:** COSPA Leadership Group business shall be conducted based on the philosophy of mutual respect. While full consensus is always desired, simple majority rules will apply.

**3.1.4 Voting:**

- Sector Representatives of the COSPA Leadership Group may vote on business of the Leadership Group.
- Sector Representatives may vote in person, by teleconference, or through online voting when applicable. Each Sector Representative is entitled to one vote.
  - In the event of online voting, COSPA Leadership Group members will be given a minimum of 7 business days to complete voting with the opportunity for extension, if needed.
- If a Sector Representative is not able to vote on COSPA Leadership Group Business, the Sector Alternate may vote in their place.
- If a Sector Representative and Sector Alternate are not able to cast their vote, the Sector Representative may designate a proxy to vote on their behalf. The proxy should be a current COSPA Leadership Group Member.



### **3.1.5 Membership Terms of Service:**

- COSPA Leadership Group Members shall renew or resign their roles every year. Leadership Group Service is not limited to a maximum number of terms. A full year of service follows the state of Oregon Fiscal Year, July 1<sup>st</sup> to June 30<sup>th</sup>.
- Renewal or resignation shall be determined every April. If a Leadership Group Member announces plans to resign at the April Leadership Group Meeting, it is expected that the individual will serve out their entire term until June 30<sup>th</sup>.
  - If resignation occurs outside of April due to unforeseen circumstances, it is requested that the Leadership Group Member informs the COSPA Leadership Co-Chairs one month ahead of resignation to support replacement/recruitment efforts.
- When a COSPA Leadership Group Member resigns, it is expected that the individual provides recommendations for a replacement to the Leadership Group prior to vacating the Leadership Group.

### **3.1.6 Leadership Group Meetings**

- Leadership Group Sector Representatives agree to attend a minimum of six monthly Leadership Group meetings
- In the event of a Sector Representative's unavoidable absence for a Leadership Group meeting, the individual must communicate with their Sector Alternate to ensure representation at the Leadership Group Meeting as soon as possible. To the best of their ability, Sector Representatives should communicate to their Alternates no less than one week prior to a scheduled meeting.
- A Sector Alternate, when attending on behalf of the Sector Representative, is empowered to vote on Leadership Group business.

**3.1.7 Leadership Group Chairs:** The COSPA Leadership Group Chairs are designated members of the COSPA Leadership Group. The Leadership Group, on an annual basis, designates the Leadership Group Chairs through majority vote. Leadership Group Chair terms are unlimited and determined on an annual basis at the start of the Fiscal Year. The Leadership Group Chairs provides assistance and guidance to the COSPA Leadership Group in maintaining the organization of the Central Oregon Suicide Prevention Alliance. If the Leadership Group Chairs are unable to participate in a meeting another COSPA Leadership Group Member may act as a proxy.

**3.1.8 Leadership Group Endorsement:** The COSPA Leadership Group defines "Endorsement" through promotion, logo use, technical assistance, Leadership Group Member presence, and event debriefing (see appendix). Community members may request COSPA endorsement of suicide prevention efforts in the Central Oregon Community. Only the COSPA Leadership Group may provide



COSPA Endorsement. When the COSPA Leadership Group receives an endorsement request the COSPA Leadership Group will do the following:

- Invite the requestor(s) to attend a COSPA Leadership Group Meeting to present their request; or submit a written request with necessary contextual information to the Leadership Group Chairs who will forward the request on to the COSPA Leadership Group.
- The COSPA Leadership Group will discuss the request based on the following criteria:
  - Adherence to current suicide safe messaging best practice recommendations;
  - Alignment with COSPA Mission, Values, DEI Commitments, and Guiding Principles.
- Following discussion, the COSPA Leadership Group will vote to support or decline endorsement through majority rules according to section 3.1.4.
- The COSPA Leadership Group Chairs will summarize discussion and feedback to the requestor and provide a written determination via email.

**3.2 Workgroup Members:** The Central Oregon Suicide Prevention Alliance recognizes five standing work groups that meet on varying frequencies in order to address specific elements of the COSPA Action Plan.

**3.2.1 Standing Workgroup descriptions:**

- **Community Outreach:** responsible for engaging and educating the community via outreach events and the utilization of communication tools. .
- **Postvention:** responsible for implementing each county’s postvention protocol when activated
- **The Forward Project Grant Workgroup:** responsible for identifying and bolstering key suicide prevention efforts and action items within the K12 population (specifically the student populations who are at increased risk of suicide related events- BIPOC, LGBTQ+, etc) across Crook, Jefferson, and Deschutes Counties as well as create action plans to delineate the work and implement those items into action.
- **The Forward Project Grant Advisory Team:** responsible for guiding the coordination of the Forward Project (a regional youth suicide prevention projected for the K12 population), supports the focus of the Forward Project’s Workgroup work, operates as the entity who reviews/approves the Forward Project’s Workgroup action plans, etc.
- **Counseling on Access to Lethal Means:** responsible for counseling on access to lethal means suicide prevention efforts in the Central Oregon region with a focus on messaging, resource sharing, trainings, etc.
  - Past Functioning Workgroups:
    - **Primary Care:** responsible for creation and stewardship of the Primary Care Toolkit and its related projects

**3.2.2 Work Group Authority:** Work Groups shall exercise authority over work processes and progress specifically related to their focus. Work Groups are given authority to internally manage strategic assessment, planning, communications



development or adoption, outreach, implementation, and evaluation of their focused work without obtaining specific consent from the COSPA Leadership Group on every decision. Recommendations to the COSPA Leadership Group will be made by the work groups when decision-making will significantly impact or change project timelines, tasks, outputs or outcomes.

**3.2.3 Work Group Meetings:** Meetings will be designated per Work Group via online meeting planning tools. Meeting dates will be determined by project deadlines and Work Group Member availability. Work Group meetings will occur on an as-need basis.

**3.2.4 Work Group Decision Making:** Whenever possible, decisions will be based on the philosophy of mutual respect. While full consensus is always desired, simple majority rules will apply.

**3.2.5 Work Group Chairs:** Each Work Group will designate one to two present members as the Committee Chair. Work Group Chairs are responsible for presenting updates at Quarterly General Membership Meetings as necessary. If a Work Group Chairs cannot attend a General Membership Meeting, the Work Group will designate a proxy to represent the Work Group.

**3.2.6 Work Group – Leadership Group Communication:** Each Work Group Chair will provide the COSPA Leadership Group Chairs regular updates via email when Work Groups are actively working on a project or initiative

**3.3 Champions:** COSPA Champions support the Central Oregon Suicide Prevention Alliance by regularly receiving and sharing COSPA communications. Champions also actively engage as an advocate for COSPA, its vision, mission, and projects. Champions regularly attend COSPA General Membership Meetings and COSPA sponsored events. Champions are asked to support COSPA on an annual basis with unlimited renewal opportunities.

## ARTICLE 4. PROCEDURAL PROVISIONS

**4.1 Conflicts:** No one may profit financially from membership in the Central Oregon Suicide Prevention Alliance by sales nor solicitation at meetings, events, trainings, or workshops. Participants will disclose any actual or perceived conflicts of interest to the COSPA Leadership Group Chairs.

**4.2 Closed Meetings:** When deemed necessary by the COSPA Leadership Group, a COSPA Leadership Group Meeting may be closed to other membership and the general public.

**4.3 Amendments:** This Charter may be altered, amended, or repealed and a new Charter may be adopted by the vote of a majority of the COSPA Leadership Group.





# Appendix





## Leadership Group Endorsement

The following outlines endorsement support provided by the Central Oregon Suicide Prevention Alliance Leadership Group

- **Promotion**
  - Event posted on COSPA Website
  - Event promoted through COSPA Facebook Page
  - Event announced through COSPA Listserv
  
- **COSPA Logo Use**
  - COSPA Leadership Group Chairs, or Leadership Group designee, provides written permission to use “With Support of the Central Oregon Suicide Prevention Alliance” Logo
  - Logo use guidelines are specific—see Endorsement Agreement
  
- **Technical Assistance**
  - COSPA Leadership Group Chairs, or Leadership Group designee, will provide contact information to community partners to assist event organizer in securing mental health supports
  - COSPA Leadership Group Chairs, or Leadership Group designee, will provide suicide prevention resources to be handed out at the event
  - COSPA Leadership Group Chairs, or Leadership Group designee, will provide suicide safe messaging education and resources to the event organizer(s)
  
- **COSPA Leadership Group Presence**
  - A member of the COSPA Leadership Group will attend the event to represent COSPA
  
- **COSPA Leadership Group Event Debriefing**
  - Requester will attend the subsequent COSPA Leadership Group Meeting following the event to discuss:
    - What went well
    - Recommendations for future events
  
- **Endorsement Agreement**
  - Person(s) making the request agrees to sign the COSPA Endorsement Agreement to formalize the endorsement process

## ENDORSEMENT AGREEMENT

Both the Central Oregon Suicide Prevention Alliance Leadership Group and the person(s) making an endorsement request agrees to the following:

### Person(s) making Endorsement Request:

- Safe messaging: Ensure all those involved in this event to use suicide safe messaging, which includes:
  - Describe suicide as a public health issue rather than an epidemic
  - Avoid over-simplifying causes to suicide; instead, point out that suicide is complex and includes a combination of risk factors, protective factors, and access to means.
    - i.e. avoid contributing to the myths that suicide is inexplicable or the result of a single event such as losing a job.
  - Avoid describing methods used for taking one's life.
  - Avoid graphic details or descriptions of a person's attempt or death.
  - Use non-stigmatizing language, including, "died by suicide", "took their life", "killed him/herself".
  - **Focus on offering hope, solutions, and resources for the majority of your responses.** Research shows that focusing on hope, solutions, and resources can contribute to *help*-seeking behavior among listeners.
- **Mental Health Supports:** Ensure there is a minimum of two mental health support persons at the event and ensure explicit statements are made to attendees on the purpose of mental health support people present. If the event will have more than 30 people present, the organizers will secure one additional mental health support person for every additional 20 attendees.
- **Suicide Prevention Resources:** Make suicide prevention resources available and ensure explicit statements are made to attendees about where the resources are located at the event
- **COSPA Logo Use:** Use of the logo is at the written permission of the COSPA Leadership Group Chair. The provided logo must be used in its entirety and must not be altered in any way, in accordance with the COSPA Branding Guidelines.
- **Debriefing Meeting:** Event organizer(s) will attend the subsequent Leadership Group Meeting following the event to discuss components of the event that went well and to provide recommendations for future events.
- **Recommendations Implementation:** Implement the recommendations provided through technical assistance meetings to the best of the event organizer's ability.
- **Diversity, Equity, and Inclusion Focus:** Ensure in this event, from planning to implementation, that a focus on diversity, equity, and inclusion is interwoven within the scope of the event.

### COSPA Leadership Group:

- Technical Assistance:
  - COSPA Leadership Group Chairs, or designee, will provide contact information to community partners to assist event organizer(s) in securing mental health supports.
  - COSPA Leadership Group Chairs, or designee, will provide national and regional suicide prevention resources to be handed out at the event.
  - COSPA Leadership Group Chairs, or designee, will provide suicide safe messaging education and resources to the event organizer(s).
- **Promotion:** COSPA will promote the event through their website, Facebook page, and email listserv.
- **Leadership Group Member Presence:** A Leadership Group Member will attend the event to show support

- o **Event Debriefing:** The COSPA Leadership Group will hold space on the agenda at the subsequent COSPA Leadership Group Meeting following the event to discuss components of the event that went well and to provide recommendations for future events
- o **COSPA Logo:** COSPA Leadership Group Chairs, or designee, will provide event organizer with a COSPA Logo file and explicit guidelines on use of the logo

**I have read this document in its entirety and agree to adhere to these expectations to the best of my ability.**

Requestor Name	Requestor Signature	Date

Requesting Organization	Event	Event Date

COSPA LG Chair Name	COSPA LG Chair Signature	Date

