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# RMC/DVC

## COMMITTEE OVERVIEW

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- Criminal Justice Committee
- Education Committee
- Legislative Advocacy Committee
- Offender Accountability Committee
- Diversity, Equity and Inclusion Committee
- Executive Committee (Elected)
- Bylaws Committee (Ad Hoc/Working Group)
- Membership Committee (Ad Hoc/Working Group)

**Please note, these are *suggested* outlines. Each Committee is free to develop their own Charter and set their own course within the scope of the Strategic Plan and the ICJR grant. The Executive Board oversees the Committees and is here to help.**

**CRIMINAL JUSTICE  
COMMITTEE**



**CRIMINAL JUSTICE COMMITTEE MEETS  
THE 4TH THURSDAY OF THE MONTH  
12:30-1:30 PM**

**CVRC (CRIME VICTIM'S RESOURCE CENTER), 244 S. PLYMOUTH**

# RMC/DVC CRIMINAL JUSTICE COMMITTEE

The **Criminal Justice Committee** requires a targeted approach, focusing on addressing the unique challenges related to domestic violence within the criminal justice system. This committee should focus on improving responses, advocating for survivor support, and reforming policies that protect individuals from domestic violence.

## 1. PURPOSE AND SCOPE

### **Purpose:**

The committee will work to enhance the criminal justice system's response to domestic violence, ensuring victims are supported, perpetrators are held accountable, and policies are reformed to prevent future violence.

### **Key Objectives:**

- Review and reform policies related to domestic violence cases.
- Collaborate with law enforcement, the judiciary, and advocacy groups to improve intervention and support services.

### **Scope of Work:**

- Training for law enforcement and judiciary on Coordinated Community Response
- Training & follow up with law enforcement on Domestic Incident Report process (writing, distributing)
- Defining, addressing and collaborative intervention on High Risk Cases
- Addressing gaps in survivor support services (courts, advocacy, legal)
- Analyzing the effectiveness of restraining orders, shelters, and criminal charges

## 2. COMMITTEE STRUCTURE

- **Committee Size & Key Roles:** Suggested minimum 7–12 members, allowing for a diverse range of professionals and perspectives
- **Chairperson:** Leads the committee, sets the agenda, and ensures initiatives are carried out
- **Vice Chairperson:** Assists the Chair and takes over duties in their absence
- **Secretary:** Takes minutes and forwards to DVC Coordinator

### 3. COMMITTEE MEMBERS

**Selection/Expertise:** Choose members with backgrounds in criminal justice, domestic violence advocacy, law enforcement, social work, or psychology.

- **Diverse Representation:** Include voices from different sectors—law enforcement, legal professionals, healthcare providers, and community leaders.
- **Training for Members:**  
Provide specific training for committee members on domestic violence issues, including the legal framework, trauma-informed care, and victim advocacy.

### 4. DRAFT COMMITTEE CHARTER

**Mission Statement:**

The Criminal Justice Committee for Domestic Violence seeks to improve the criminal justice system’s response to domestic violence by identifying gaps in services, providing training to relevant professionals, and ensuring survivors receive the support they need.

**Roles and Responsibilities:**

- **Chairperson:** Leads the committee, ensures goals are met, and acts as the main point of contact.
- **Vice Chairperson:** Assists the Chair and fills in as needed
- **Members:** Actively participate, research, and contribute to discussions and projects.

**Decision-Making Process:**

Decisions will be made through a majority vote

**Term Limits:**

Members will serve a 1-year renewable term, with an option to step down or renew

**Reporting Requirements:** The committee will report to the Executive Board and will update members at the quarterly General Consortium meetings

## **5. SET MEETING FREQUENCY AND TIMELINES**

### **Initial Setup:**

- **Month 1–3:** Finalize member selection, approve the charter. Identify key issues, set short-term and long-term goals
- **Meeting Frequency:** monthly

### **Key Milestones:**

- **1-2 months:** Assess local domestic violence policies and provide preliminary recommendations for improvement.
- **3-4 months:** develop training initiatives and strategy for educating and collaborating with law enforcement and the courts on pressing policies and procedures (DIR's)
- **6-12 months:** Continue to identify and assess problem areas in seeking OOP's, DIR's and/or other issues related to survivor safety. Hold High Risk meetings/Fatality Reviews if appropriate

## **7. MONITOR AND EVALUATE PROGRESS**

### **Annual Evaluation:**

At the end of the year, evaluate the success of policy reforms and training programs. Use this evaluation to set goals for the following year.

## **8. RECOGNIZE AND CELEBRATE SUCCESS**

### **Acknowledge Contributions:**

Recognize the hard work of committee members, law enforcement partners, and advocates publicly in newsletters, media, or community events.

### **Success Stories:**

Highlight positive outcomes, such as successful reforms, increased victim support services, or community engagement efforts.

**Example Action Items for the Committee:**

**1. Assess Gaps in the System:**

Conduct a review of local laws, law enforcement practices, and the availability of support services for domestic violence survivors

**2. Community Engagement:**

Organize listening sessions with domestic violence survivors and advocacy organizations to understand their experiences and gather input on needed reforms

**3. Training Law Enforcement:**

Develop and implement a training program for police officers on how to handle domestic violence situations with sensitivity with a focus on victim safety. Emphasize the importance of consistent DIR policy across different law enforcement agencies

# EDUCATION COMMITTEE



EDUCATION COMMITTEE MEETS  
THE 4<sup>TH</sup> TUESDAY OF THE MONTH  
12:30-1:30 PM

**CVRC (CRIME VICTIM'S RESOURCE CENTER), 244 S. PLYMOUTH**

# **RMC/DVC EDUCATION COMMITTEE**

**The Education Committee for the Domestic Violence Consortium** is vital for raising awareness, providing training, and educating the public, professionals, and survivors about domestic violence. This committee will play a central role in ensuring that all stakeholders are well-informed and equipped to address domestic violence effectively.

## **1. Purpose and Scope**

### **Purpose:**

The Education Committee aims to promote awareness, prevention, and understanding of domestic violence through educational programs. It will focus on developing and delivering educational initiatives that empower survivors and inform the membership and broader community about domestic violence, its impact, and available resources.

### **Key Objectives:**

- Develop educational resources for survivors, service providers, and the public (ICJR grant calls for the DVC to develop resource directory)
- Deliver training initiatives for professionals such as law enforcement, healthcare providers, social workers, and legal advocates
- Address misconceptions and challenge societal attitudes that perpetuate domestic violence.

### **Scope of Work:**

- Offer workshops, seminars, and online training for key professionals who work with domestic violence survivors.
- Research and gather resource information for DVC directory as directed by ICJR grant (DVC Coordinator to assist in publication online and print)

## **2. Committee Structure and Roles**

**Committee Size:** Suggested minimum 8–12 members to ensure a diversity of skills and expertise, with representatives from different sectors such as education, healthcare, law enforcement, and advocacy groups.



## Key Roles:

- **Chairperson:** Leads the committee, sets the educational agenda, and oversees program development and implementation.
- **Vice Chairperson:** Supports the Chair and leads initiatives when the Chair is unavailable.

## 3. Select Committee Members

### Selection Criteria:

- **Diverse Expertise:** Include members with backgrounds in education, social work, law enforcement, healthcare, advocacy, and survivors with lived experience.
- **Experience in Training:** Members should have experience developing and delivering training programs or public awareness campaigns for their agencies
- **Cultural Competency:** Ensure the committee includes individuals who can address the unique needs of marginalized and underserved populations.

## 4. Draft the Committee Charter

### Mission Statement:

The Education Committee aims to empower individuals with resources to respond effectively to domestic violence, promote prevention, and challenge harmful societal norms.

### Roles and Responsibilities:

- **Chairperson:** Oversees the overall strategy and ensures the committee stays aligned with its mission.
- **Vice Chairperson:** Assists the Chair and manages specific educational projects.
- **Members:** Contribute to developing educational materials and conducting training

## EDUCATION COMMITTEE

(3)

### **Decision-Making Process:**

The committee will make decisions through consensus, with a majority vote serving as a backup in cases where consensus cannot be reached.

### **Term Limits:**

Members will serve for a 1-year renewable term to allow new perspectives while ensuring continuity in the work.

### **Reporting Requirements:**

The committee will deliver oral quarterly reports to the Domestic Violence Consortium, detailing the progress of educational initiatives, feedback from participants, and areas for improvement.

## **5. Set Timelines and Meeting Frequency**

### **Initial Setup:**

- **Months 1-3:** Finalize committee member selection and draft the charter. Hold the first meeting to set priorities, assign subcommittee roles, and outline initial projects
- **Months 3-5** – Develop educational training programs for member agencies/others as proposed in ICJR grant and Strategic Plan
- **Months 6-12**—Conduct trainings and develop DVC Resource Directory

### **Meeting Frequency: monthly**

### **Key Milestones:**

- **3 months:** Develop and launch an initial professional training program or public awareness campaign.
- **6 months:** Complete one or more workshops for community groups or service providers. Resource Directory materials continue to be assembled/vetted
- **12 months:** Evaluate the success of educational programs and refine strategies for the next year. Resource Directory ready to publish.

**6. Provide Resources and Support****Training and Development:**

Consider partnering with experts in education and domestic violence advocacy to guide program design.

**Tools and Technology:**

Provide digital tools for creating and delivering educational programs (e.g., learning management systems, video conferencing for webinars, or survey tools for evaluating training outcomes). Ensure there are tools for tracking participation and gathering feedback

**7. Monitor and Evaluate Progress****Feedback Mechanisms:**

After each workshop or training, collect feedback from participants to assess the effectiveness of the programs and identify areas for improvement. This can include surveys, interviews, or focus groups.

**Quarterly Progress Reports:**

The committee will submit oral quarterly reports detailing which programs have been delivered, how many individuals were reached, and the impact of the education efforts.

**Annual Evaluation:**

At the end of each year, the committee will conduct a comprehensive evaluation to measure the impact of its initiatives. This evaluation will guide future educational efforts and set new goals for the next year.

**8. Recognize and Celebrate Success****Public Acknowledgment:**

Recognize committee members, trainers, and participants who have contributed to the success of educational programs. Highlight achievements in the consortium's newsletters, website, or public meetings.

# LEGISLATIVE ADVOCACY COMMITTEE



LEGISLATIVE ADVOCACY MEETS  
THE 1<sup>ST</sup> WEDNESDAY OF THE MONTH  
12:30-1:30 PM

**CVRC (CRIME VICTIM'S RESOURCE CENTER), 244 S. PLYMOUTH**

## **RMC/DVC LEGISLATIVE ADVOCACY COMMITTEE**

The Legislative Advocacy Committee focuses on promoting and advocating for laws that better serve survivors and hold perpetrators accountable. The Committee is key in planning the annual Legislative Breakfast each Spring.

### **1. Purpose and Scope**

#### **Purpose:**

The Legislative Advocacy Committee will work to advocate for legislative changes to better support survivors of domestic violence. This includes addressing gaps in existing laws, educating the community and membership on new legislation, and ensuring survivors have legal protections.

#### **Key Objectives:**

- Monitor current domestic violence-related legislation
- Advocate for new laws or amendments that improve protections and services for survivors.
- Attend NYSCADV events online and in person
- Plan and promote the annual Legislative Breakfast
- Educate consortium members, stakeholders, and the public about relevant laws and legislative processes.

#### **Scope of Work:**

- Review existing domestic violence laws to identify gaps or shortcomings
- Encourage lawmakers, legal experts, and advocacy groups to attend the Legislative Breakfast and follow up with same

### **2. Committee Structure and Roles**

**Committee Size:** Suggested minimum 6–10 members, including professionals with experience in law, policy, and advocacy.

#### **Key Roles:**

- **Chairperson:** Leads the committee, represents the committee in meetings with lawmakers, and sets the advocacy agenda.
- **Vice Chairperson:** Assists the Chair and steps in when necessary.

### **3. Select Committee Members**

- **Expertise in Law or Policy:** Members should have a strong understanding of domestic violence laws, legislative processes, and advocacy strategies.
- **Diverse Representation:** Include members who can bring varied perspectives, including legal experts, social workers, and advocates.

**4. Draft the Committee Charter****Mission Statement:**

The Legislative Advocacy Committee works to advance policies and legislation that improve the safety, rights, and well-being of domestic violence survivors. By collaborating with lawmakers, educating membership agencies and keeping abreast of DV laws and legislation, the committee seeks to enact meaningful legal reforms that protect survivors and hold perpetrators accountable.

**Roles and Responsibilities:**

- **Chairperson:** Sets the legislative agenda, oversees committee meetings, and liaises with lawmakers.
- **Vice Chairperson:** Supports the Chair and assists with legislative campaigns.
- **Members:** Actively engage in research, drafting proposals, and advocating for legislative change.
- **Decision-Making Process:**  
Decisions will be made by majority vote
- **Term Limits:**  
Members will serve for 1-year terms, renewable depending on performance and interest, ensuring continuity while allowing for new perspectives.

**Reporting Requirements:**

The committee will submit quarterly oral reports to the Domestic Violence Consortium, detailing legislative updates, progress on advocacy efforts and status of the Legislative Breakfast pre and post event

**5. Set Timelines and Meeting Frequency****Initial Setup:**

- **Month 1:** Finalize member selection and draft the charter.
- **Month 2:** Discuss legislative priorities and short-term goals.
- **Month 3-4:** Develop an advocacy plan for the upcoming legislative session, including identifying key bills to support or proposals
- **Ongoing:** Plan Legislative Breakfast
- **Meeting Frequency:** Committee meets monthly

**Key Milestones:**

- **3 months:** Identify lawmakers and prioritize key legislative issues, set up Legislative Breakfast task list
- **6 months:** Follow up with lawmakers and continue to plan Legislative Breakfast
- **12 months:** Review and assess progress, adjusting strategies for the next legislative cycle.

**6. Provide Resources and Support**

- **Training:**  
Provide members with training on the legislative process and review the history of the Legislative Breakfast

**7. Monitor and Evaluate Progress**

- **Legislative Tracking:**  
Regularly monitor the progress of proposed bills, amendments, and policies that affect domestic violence survivors.
- **Quarterly Reporting:**  
Provide quarterly oral updates to the Domestic Violence Consortium on legislative progress, challenges, and any changes to the advocacy agenda. These reports should highlight key wins, setbacks, and future opportunities.
- **Annual Review:**  
At the end of each legislative session, evaluate the effectiveness of the committee's advocacy efforts. This includes reviewing which bills were passed, amended, or rejected, and assessing the committee's impact on legislative outcomes.

**8. Recognize and Celebrate Success**

- **Acknowledgment:**  
Recognize the efforts of committee members and legislators who championed domestic violence legislation. Publicly acknowledge successful legislative efforts through newsletters, consortium meetings, and media outlets.
- **Community Engagement:**  
Inform the community and consortium members about new legislation and how it will affect survivors of domestic violence. This can be done through webinars, social media or print

**Example Action Items for the Committee:**

**1. Policy Research and Proposal Development:**

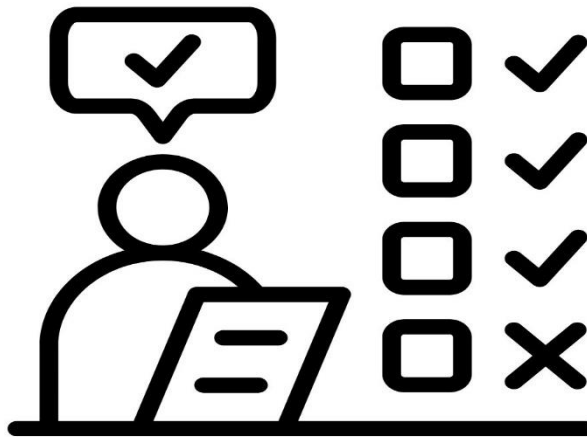
Conduct a comprehensive review of existing domestic violence laws at the local, state, and national levels. Identify gaps in protection for survivors and propose legislative amendments or new bills.

**2. Legislator Engagement:**

Build relationships with lawmakers who have a history of supporting domestic violence legislation. Schedule meetings with them to present proposals and discuss strategies for passing new laws.



# OFFENDER ACCOUNTABILITY COMMITTEE



OFFENDER ACCOUNTABILITY COMMITTEE  
MEETS  
THE THIRD THURSDAY OF THE MONTH  
1:00-2:00 PM

**CRIME VICTIM'S RESOURCE CENTER (CVRC), 244 S. PLYMOUTH**

# DVC OFFENDER ACCOUNTABILITY COMMITTEE

## 1. Purpose and Scope

### **Purpose:**

The Offender Accountability Committee is responsible for promoting strategies that hold domestic violence offenders accountable for their actions. This includes advocating for stronger legal penalties, monitoring offender compliance with court-ordered programs, and developing programs aimed at preventing repeat offenses..

### **Key Objectives:**

- Promote offender intervention programs, focusing efforts that prioritize survivor safety and justice, and ensuring programs do not further endanger or negatively impact survivors.
- Educate courts, judges and court personnel on approved offender accountability programs
- Monitor and evaluate the effectiveness of court-mandated interventions.
- Work with law enforcement and judicial systems to improve response and follow-up to domestic violence cases.
- Educate stakeholders on the importance of offender accountability in preventing repeat violence.

### **Scope of Work:**

- Work with law enforcement, the judiciary, and probation offices to strengthen accountability measures.
- Advocate for changes in legislation or policy that ensure offenders are held accountable and do not exploit legal loopholes
- Organize educational and training sessions for legal and social service providers to promote consistent handling of domestic violence cases.

## 2. Committee Structure and Roles

**Committee Size:** Suggested 6–10 members to ensure representation from a range of backgrounds with an emphasis on those who work in the Courts, Probation or in advocacy roles

### **Key Roles:**

- **Chairperson:** Leads the committee, sets the agenda, and oversees the development of accountability programs and policies.
- **Vice Chairperson:** Supports the Chair and assists in overseeing initiatives, particularly in the absence of the Chair.

## 3. Select Committee Members

### Selection Criteria:

- **Diverse Representation:** Ensure that the committee includes individuals with varied experiences and backgrounds to ensure a holistic and culturally sensitive approach to offender accountability.

## 4. Draft the Committee Charter

### Mission Statement:

The Offender Accountability Committee works to ensure that perpetrators of domestic violence are held responsible for their actions through effective legal, social, and rehabilitative interventions. The committee is dedicated to promoting a consistent enforcement of laws, ensuring offender compliance with mandated programs, and fostering rehabilitation to prevent future violence.

### Roles and Responsibilities:

- **Chairperson:** Oversees the committee's efforts to improve offender accountability
- **Vice Chairperson:** Assists the Chair in running the committee and leads when necessary.
- **Members:** Actively participate in program development, and working with judicial and law enforcement agencies.

### Decision-Making Process:

Decisions will be made through a majority vote after thorough discussion, with the Chairperson having the authority to make executive decisions when necessary, particularly in time-sensitive situations.

### Term Limits:

Members will serve for 1-year terms, renewable based on performance and interest, to ensure continuity and the introduction of fresh perspectives over time.

### Reporting Requirements:

The committee will submit oral quarterly reports to the Domestic Violence Consortium, detailing legislative and program developments and any recommended changes to accountability practices.

## 5. Set Timelines and Meeting Frequency

### Initial Setup:

- **Month 1:** Finalize committee member selection and draft the charter.
- **Month 2:** Set priorities, assign roles, and outline initial initiatives, such as reviewing existing intervention programs.

### Meeting Frequency:

- **Full Committee:** Monthly meetings to review program progress, address challenges, and assess case outcomes.

### Key Milestones:

- **3 months:** Conduct an audit of current offender accountability programs and interventions, identifying gaps and areas for improvement.
- **6 months:** Launch a pilot offender intervention program or strengthen existing monitoring systems for compliance with court-ordered interventions.
- **12 months:** Evaluate the effectiveness of new or revised accountability measures, identifying successes and areas for refinement.

## 6. Provide Resources and Support

## 7. Monitor and Evaluate Progress

### Monitoring Compliance:

Develop a system for tracking offender compliance with court orders, including restraining orders, probation requirements, and participation in intervention programs. Work closely with law enforcement and probation officers to ensure follow-up on noncompliance.

### Feedback from Stakeholders:

Collect feedback from survivors, law enforcement, social workers, and legal professionals on the effectiveness of the offender accountability measures. Make necessary adjustments based on this feedback to ensure that the system works effectively.

**Quarterly Progress Reports:**

Submit oral quarterly reports to the Consortium at the General Meeting that assess the success of intervention programs, highlight trends in reoffending or compliance, and propose improvements to current practices.

**Annual Review:**

At the end of each year, conduct a comprehensive review to evaluate the effectiveness of offender accountability measures and propose new strategies for the upcoming year.

**8. Recognize and Celebrate Success****Acknowledgment:**

Recognize committee members and stakeholders who have contributed to the success of accountability measures. Highlight these achievements in consortium reports, newsletters, and public meetings.

**Example Action Items for the Committee:****1. Collaborate with Courts and Law Enforcement:**

Work with judges and probation officers to ensure that offenders are consistently monitored and that noncompliance with court orders is promptly addressed.

**2. Implement or Expand Intervention Programs:**

Advocate for the creation or expansion of offender intervention programs, such as Batterer Intervention Programs (BIPs). These programs focus on behavior change and preventing reoffending.

**3. Conduct Trainings for Legal and Social Service Providers:**

Provide training sessions for judges, law enforcement, probation officers, and social workers on how to effectively manage and monitor domestic violence offenders.

**4. Promote Legal Reforms:**

Advocate for legal reforms that close gaps in domestic violence legislation, ensuring that perpetrators are held accountable through stricter enforcement of protection orders and penalties for reoffending.

DIVERSITY  
EQUITY  
&  
INCLUSION  
COMMITTEE



DIVERSITY, EQUITY AND INCLUSION COMMITTEE  
MEETS  
THE 2<sup>ND</sup> WEDNESDAY OF THE MONTH  
12:30-1:30 PM

**CRIME VICTIM'S RESOURCE CENTER (CVRC), 244 S. PLYMOUTH**

# RMC/DVC DIVERSITY, EQUITY AND INCLUSION COMMITTEE

## PURPOSE AND SCOPE

The DEI Committee aims to create a more inclusive and equitable domestic violence support system by addressing barriers related to race, gender identity, sexuality, disability, and other marginalized identities. The committee will focus on ensuring that domestic violence policies, services, and resources are accessible and culturally sensitive for all survivors.

### Key Objectives:

- Advocate for inclusivity in domestic violence policy and service delivery
- Ensure marginalized communities receive appropriate, tailored services.
- Promote cultural competence among service providers, including law enforcement, legal professionals, and healthcare workers.
- Address systemic biases and barriers that prevent certain groups from accessing justice and support.
- Foster partnerships with organizations that focus on marginalized populations.

### Scope of Work:

- Review policies and practices for inclusivity
- Provide recommendations to make services more accessible and sensitive to diverse communities
- Develop DEI-focused training for law enforcement, service providers, and consortium members.
- Work with community leaders and organizations that represent marginalized groups to develop culturally appropriate responses

## 2. COMMITTEE STRUCTURE AND ROLES

**Committee Size:** Suggested minimum 8–12 members, to allow for representation from diverse backgrounds and experiences.

**Key Roles:**

- **Chairperson:** Leads the committee, sets the agenda, and ensures that initiatives move forward.
- **Vice Chairperson:** Assists the Chair and takes over leadership duties when necessary.
- **Secretary:** Takes meeting minutes to forward to DVC Coordinator

**3. SELECT COMMITTEE MEMBERS**

- **Diversity in Representation:** Ensure representation from different racial, ethnic, and cultural backgrounds, as well as from the LGBTQ+ community, people with disabilities, and other marginalized groups.

**4. DRAFT COMMITTEE CHARTER**

**Mission Statement:**

The Diversity, Equity, and Inclusion Committee aims to ensure that all survivors of domestic violence, regardless of their background or identity, have equal access to justice, support, and services. By advocating for inclusivity and addressing systemic barriers, the committee seeks to promote a culturally competent and equitable response to domestic violence

**Roles and Responsibilities:**

- **Chairperson:** Oversees committee activities and ensures that DEI principles are integrated into all consortium efforts.
- **Vice Chairperson:** Supports the Chair and leads initiatives when required.
- **Secretary:** Records meeting minutes

**Decision-Making Process:**

Decisions will be made through consensus when possible, with a majority vote serving as a backup in cases where consensus cannot be reached.

**Term Limits:**

Members will serve a 1-year renewable term, ensuring the ability to refresh the committee while maintaining continuity



## Roles and Responsibilities

The committee will submit quarterly (oral) reports to the larger Domestic Violence Consortium, outlining progress, challenges, and recommendations for action

## 5. SET TIMELINES AND MEETING FREQUENCY

Committee meets monthly

- **Month 1-3:** Finalize committee member selection and draft the charter. Identify key focus areas, and set goals. Complete an initial review of policies, identifying gaps in DEI and areas for improvement.
- **Month 4-6:** Launch DEI training programs (online or in person) for service providers and others as deemed necessary
- **6-9 months:** Host community listening sessions with marginalized groups to gather feedback and improve services.
- **9-12 months:** Consider publishing a report on the consortium's DEI efforts and outline plans for the next year.

## 6. PROVIDE RESOURCES AND SUPPORT

### Training for Members:

Provide specific training on cultural competence, implicit bias, and trauma-informed care to ensure committee members have the knowledge necessary to address DEI in DV setting

## 7. MONITOR AND EVALUATE FEEDBACK

### Regular Feedback:

Use community listening sessions, surveys, and focus groups to gather feedback from marginalized communities about the effectiveness of the committee's initiatives

### Quarterly Progress Reports:

Committee will provide oral quarterly reports to the Domestic Violence Consortium, detailing their progress on training programs and identifying gaps in services

**Annual Evaluation:**

At the end of each year, the committee will conduct an evaluation to measure the impact of its efforts. This evaluation will inform future goals and strategies.

**8. Recognize and Celebrate Success**

**Public Acknowledgment:**

Celebrate milestones by acknowledging the contributions of committee members and the success of DEI initiatives. Highlight these successes in public reports, consortium meetings, and community events

# BY LAWS COMMITTEE



BYLAWS COMMITTEE  
MEETS  
THE 3<sup>rd</sup> WEDNESDAY OF THE MONTH  
12:30-1:30 PM

**CRIME VICTIM'S RESOURCE CENTER (CVRC), 244 S. PLYMOUTH**

## **RMC/DVC BYLAWS COMMITTEE**

The Bylaws Committee is responsible for drafting, reviewing, and amending the bylaws of the Rochester/ Monroe County Domestic Violence Consortium. The bylaws govern the organizational structure, decision-making processes, and responsibilities of members. The committee ensures that the Consortium operates in a transparent, accountable and unified manner.

### **1. KEY OBJECTIVES**

- Review existing bylaws to ensure they are up to date and in compliance with the Strategic Plan
- Propose amendments to bylaws when necessary, based on changes in the consortium's operations or Strategic Plan
- Ensure all members understand and adhere to the bylaws
- Facilitate communication and education regarding the importance of bylaws within the consortium
- Set processes for regular review and updates of the bylaws.

### **2. COMMITTEE STRUCTURE AND ROLES**

**Committee Size:** Suggested minimum 5–8 members to allow for efficient decision-making while ensuring a diversity of perspectives. Members should include legal professionals, board members, and stakeholders familiar with nonprofit governance.

### **3. SELECT COMMITTEE CHAIR(S)**

#### **Selection Criteria:**

- **Diverse Representation:** Include representatives from different parts of the consortium, such as board members, consortium members, and possibly staff or key stakeholders, to ensure the bylaws reflect all interests.
- **Long-term Involvement:** Consider including one or more members who have been a part of the Consortium for some time and are familiar with history and policies. Select those who are committed to the long-term success of the consortium, as understanding and evolving bylaws is an ongoing process.

### **4. DRAFT THE COMMITTEE CHARTER**

**Mission Statement**

The Bylaws Committee ensures that the Domestic Violence Consortium operates effectively and transparently by creating and maintaining a comprehensive and adaptable set of bylaws.

**Roles and Responsibilities**

- **Chairperson:** Leads the process of drafting and reviewing bylaws, ensures timely completion of tasks, and coordinates with other
- **Vice Chairperson:** Supports the Chair and leads specific projects as needed.
- **Members:** Actively participate in reviewing bylaws, drafting amendments, and proposing new sections as needed.

**Decision-Making Process**

Decisions will be made through consensus where possible, with voting (majority rule) used as a backup if needed. All proposed changes to the bylaws must be approved by the Executive Board and at a General Consortium meeting via vote.

**Term Limits**

Members will serve for renewable 1-year terms to ensure consistency but allow for fresh perspectives when needed.

**Reporting Requirements**

The committee will submit drafts and final versions of bylaws to the Executive Board for approval. Regular updates will also be provided to consortium members, especially when major changes are proposed.

**5. SET TIMELINES AND FREQUENCY (Assuming meetings occur monthly)**

**Suggested timeline**

- **Month 1:** Finalize the selection of committee members, have members review current bylaws and draft a charter. Begin a review of current bylaws or initiate drafting new bylaws.
- **Month 2:** Prepare a draft of any proposed amendments or new bylaws for feedback Executive Board. Finalize and adopt new or revised bylaws
- **Month 3:** (January 2025) General Consortium members vote on new bylaws. Finalize and adopt.

## 6. TOOLS AND TECHNOLOGY

- Ensure that committee members have access to a shared **Google Docs file** for drafting and reviewing bylaws. **Use ONLY this digital platform** to track changes, facilitate discussions, and maintain version control.

## 7. MONITOR AND EVALUATE PROGRESS

- **Ongoing Review of Bylaws**  
Set a regular schedule for reviewing the bylaws, such as annually or biannually, to ensure they stay relevant to the organization's
- **Feedback from Members**  
Engage consortium members regularly to get their input on the bylaws, ensuring they remain accessible and reflect the needs of the membership.
- **Annual Review**  
At the end of each year, conduct a comprehensive review to determine whether the bylaws require updates based on any changes in operations or structure

## 8. RECOGNIZE AND CELEBRATE SUCCESS

### Acknowledgment

Recognize committee members who contribute to the successful drafting, updating, or revision of the bylaws. This can be done through public acknowledgments during meetings or in consortium newsletters.

## 9. EDUCATION AND COMMUNICATION

Once the bylaws are finalized, host a workshop or informational session to educate consortium members about the changes and how the bylaws will guide the consortium's operations.

1. **Educate Consortium Members**  
Once the bylaws are finalized, the committee will need to educate the membership on their responsibilities, rights, and how the bylaws guide the organization's governance.
2. **Regularly Update the Bylaws**  
The committee should schedule regular reviews of the bylaws to ensure they remain relevant as the organization grows and evolves.

MEMBERSHIP  
COMMITTEE



MEMBERSHIP COMMITTEE  
MEETS  
THE 4<sup>th</sup> WEDNESDAY OF THE MONTH  
12:30-1:30 PM

**CRIME VICTIM'S RESOURCE CENTER (CVRC), 244 S. PLYMOUTH**

# RMC/DVC MEMBERSHIP COMMITTEE

## Purpose and Scope

The Membership Committee's primary role is to recruit new members, retain current members, and ensure that the membership is actively engaged in the consortium's initiatives. The committee also works to ensure that the consortium's membership is diverse and inclusive, representing various sectors and stakeholders involved in domestic violence prevention and intervention.

### Key Objectives:

- Develop and implement strategies to recruit new members from relevant sectors (e.g., nonprofits, government agencies, legal professionals, healthcare providers, survivors, advocates, etc.).
- Ensure membership diversity to reflect the needs of different communities affected by domestic violence.
- Organize membership drives (online/virtual ok) and events to engage potential new members and retain existing ones.
- Manage membership benefits and ensure that members understand the value of their participation in the consortium.
- Create opportunities for member feedback to inform the consortium's programs, advocacy efforts, and initiatives.

### Scope of Work:

- Design and execute membership recruitment campaigns.
- Develop a membership retention strategy, including communication plans and engagement activities.
- Create and maintain a database of current and prospective members (DVC Coordinator assist).
- Assist the DVC Coordinator in the process for onboarding new members and orienting them to the consortium's mission, structure, and expectations.
- Ensure compliance with any membership requirements outlined in the consortium's bylaws.

## 2. Committee Structure and Roles

### Committee Size:

Suggested minimum 5–8 members to balance efficiency with a variety of perspectives and expertise.



### Key Roles:

- **Chairperson:** Leads the committee, sets the agenda, oversees membership activities, and liaises with the consortium board or executive leadership.
- **Vice Chairperson:** Assists the Chairperson and oversees specific initiatives, such as member recruitment drives or retention efforts.
- **Membership:** Manages the membership database, tracks membership status, and ensures new members are onboarded properly. Lead efforts to engage new members and organizes recruitment campaigns, targeting relevant sectors such as nonprofits, government, healthcare, and survivors.

### 3. Select Committee Members

#### Selection Criteria:

- **Strong Communication and Networking Skills:** Members should be comfortable engaging with diverse individuals and organizations to recruit and retain members.
- **Commitment to the Consortium's Mission:** Members must have a strong understanding of and passion for domestic violence prevention and support the consortium's goals.
- **Diverse Representation:** Include members from different sectors, such as legal, healthcare, social services, survivors, and community advocates, to ensure a variety of perspectives and approaches to membership.

### 4. Draft the Committee Charter

#### Mission Statement:

The Membership Committee works to grow and maintain a diverse, engaged membership base that supports the mission of the Domestic Violence Consortium. The committee is responsible for recruiting and retaining existing members.

#### Decision-Making Process:

Decisions will be made through consensus where possible. If consensus cannot be reached, decisions will be made by a majority vote. The Chairperson has the authority to make executive decisions when necessary, particularly regarding time-sensitive matters.

#### Term Limits:

Committee members will serve for renewable 1-year terms to ensure continuity and allow for fresh perspectives over time.

**Reporting Requirements:**

The committee will submit oral quarterly reports to the consortium's board or leadership detailing recruitment numbers, membership engagement activities, retention efforts, and any challenges encountered.

**5. Set Timelines and Meeting Frequency****Initial Setup:**

- **Month 1:** Finalize committee member selection and draft the charter.
- **Month 2:** Outline membership goals, assign roles, and set recruitment and retention targets.

**Meeting Frequency: Monthly****Key Milestones:**

- **3 months:** Launch an initial membership recruitment campaign to increase awareness of the consortium and attract new members.
- **6 months:** Develop and implement a member retention strategy, including member engagement events and regular communication.
- **12 months:** Review and evaluate membership growth and retention efforts, and adjust strategies as needed.

(CRM) software to manage membership data, track member engagement, and facilitate communication. Tools like Mailchimp or Google Groups can help with member communication, while event platforms like Zoom can assist with virtual member events.

**7. Monitor and Evaluate Progress****Membership Tracking:**

Use the membership database to track member growth, retention rates, and engagement levels. Analyze data to identify trends, such as which recruitment strategies are most effective

**Feedback from Members:**

Regularly solicit feedback from members through surveys, focus groups, or one-on-one conversations to understand their needs and how the consortium can improve member engagement and retention.

**Annual Review:**

At the end of each year, conduct a comprehensive review of the membership strategy to assess what worked, what didn't, and how to improve for the coming year. This review should inform the next year's membership plan.

**8. Recognize and Celebrate Success****Acknowledgment:**

Recognize committee members and consortium members who contribute significantly to recruitment or retention efforts. This could be done at consortium meetings, through newsletters, or during member events.

**Member Recognition Events:**

Host annual or biannual events to celebrate the consortium's members, acknowledge their contributions, and encourage ongoing engagement. Awards or certificates for long-standing or particularly active members can boost morale and retention.

**Communication of Success:**

Regularly communicate the success of the consortium's membership efforts through newsletters, social media, and public reports. Highlighting new members, successful events, and ongoing projects will help build a sense of community and belonging among members.

**Example Action Items for the Committee:****1. Develop a Membership Recruitment Campaign:**

With DVC Coordinator's help, design promotional materials (flyers, social media posts, email templates) and reach out to potential members, including organizations, individuals, and professionals working in domestic violence prevention and response.

**2. Create a Member Onboarding Process:**

Establish a streamlined onboarding process for new members, including welcome packets, an introduction to the consortium's mission and activities, and information on how to get involved.

**3. Implement a Membership Retention Strategy:**

Keep current members engaged by organizing regular communication (newsletters, emails), offering exclusive benefits (trainings, networking opportunities), and providing leadership opportunities within the consortium.

**4. Track and Report on Membership Growth:**

Use the membership database to track recruitment numbers, retention rates, and member engagement. Share these metrics with the board and adjust strategies accordingly.