



Application Form for the Via Hope CFP Advisory Council

Please review the Council Charter. Then, if you are interested in serving on the Council, complete the following information and return your application to christianna.hale@viahope.org or fax to 512-953-8199, ATTN: Christianna Hale **by January 15, 2018**. Applicants will be chosen based on majority vote of all current CFPs through Survey Monkey. Applicants will be notified of the voting results by March 5. Successful applicants will attend their first Council meeting on April 13, 2018.

Last Name: _____ First: _____ M.I. _____

Address: _____

City: _____, TX Zip Code: _____

Primary Phone: (____) _____ - _____ Alternate Phone: (____) _____ - _____

Email Address: _____

Employer: _____

Address 1: _____ Address 2: _____

City: _____, TX Zip Code: _____

Supervisor name: _____ Title: _____

Supervisor Email: _____ Supervisor Phone: (____) _____ - _____

Dates of Via Hope Family Partner Certification Training Attended: Month _____ Year _____

Current average # hours/week you work or volunteer: _____

How long have you been in your current position? Years _____ Months _____

Is your current position a paid or volunteer position? Paid _____ Volunteer _____

Did you previously work as a family partner for another organization? Yes _____ No _____

If yes, name of organization: _____

Our Mission: We provide education, training, and consultation to empower individuals, families, and youth to develop resilience, achieve recovery, and further mental health system transformation.



How long have you worked or volunteered as a family partner anywhere? Years _____ Months _____

List other Family Partner related training or initiatives you have attended, trained, or participated in (e.g.: Special Education, wraparound or juvenile justice endorsements, Nurturing Parenting, eCPR, etc) Include year you attended, trained, or participated. Use an extra page if needed.

1. _____ Year: _____
2. _____ Year: _____
3. _____ Year: _____
4. _____ Year: _____
5. _____ Year: _____

The next four questions are intended to help us select a diverse group of members for the Council.

What is your level of education? High school or G.E.D. _____ Some college or trade school _____

College degree _____ Graduate Degree _____

What is your age range? 18-25 _____ 26-35 _____ 36-55 _____ 55+ _____

Do you consider yourself of Latino or Hispanic origin? Yes _____ No _____

What is your race/ethnicity? (Check all that apply): African American _____ White _____

Asian or Pacific Islander _____ Indian/Native American _____ Other _____

Some information on this application will be forwarded to all CFPs for their consideration as to their votes. Please indicate by signing below that this information can be shared via Survey Monkey for the purpose of voting.

Signature: _____

Date: _____



Please expand the size of the boxes below as necessary to fit your answer(s).

What does the term “recovery” mean to your family?

What is one of the most challenging aspects of your work as a Certified Family Partner and what do you feel are the biggest challenges facing the family partner community overall?



Why are you interested in being on the CFP Advisory Council and what makes you a good candidate for the Council? (consider specific skills you bring, leadership experience, most rewarding aspects of your job, why you chose this profession, etc)

If you are voted in as a member on the Council, you will be expected to attend two - four meetings per year in person (approximately 5 hours each), participate in conference calls or webinars, and work on projects to further develop the family partner workforce in Texas. Please review the Council charter for additional details.

Preapproval from your employer for taking time away from work to participate in Council meetings and other activities is required. Service on the Council constitutes a leadership role in the CFP profession and counts toward consideration for Advanced or Master's Level certification. If your supervisor needs additional information related to council member obligations or the value of participation, please ask that they contact the CFP Coordinator, Christianna Hale @ 512-953-8175 or email her at christianna.hale@viahope.org

Two letters of recommendation from individuals familiar with your work as a family partner supporting your nomination are required to be attached to this application.



By signing or electronically signing this document, you affirm that you have read and understand the Charter for the CFP Council and agree to abide by its requirements.

Signature: _____ Date: ____/____/____

Due Date for Applications: January 15, 2018

Fax application to: 512-953-8199 ATTN: Christianna Hale
or

Email application to: Christianna.hale@viahope.org



Charter of the Via Hope Certified Family Partner Advisory Council

Purpose

The purpose of the advisory council is to provide advice and guidance to Via Hope staff on issues including but not limited to:

- Policy issues related to the Via Hope CFP certification process.
- Changes in the curriculum for certification training.
- Development of additional Endorsement trainings.
- Resolution of ethics complaints.
- Other program development activities as identified.

Membership

The Council shall have a minimum of 10 and a maximum of 15 members. Members must be currently employed or volunteering in at least a half time position as a Certified Family Partner. If working in at least a 75% time position, a CFP must have at least one year's experience; if working in a less than 75% time position, the CFP must have a minimum of two years' experience. This employment may be in a child-serving organization, community mental health center, state hospital, other private mental health provider, similar organizations, or private service provision.

The Council shall have a diverse membership. Factors to be considered include ethnicity, age, geographic location, rural or urban location, length of experience, and participation in other Via Hope initiatives. In general, no more than one member shall be employed by the same organization at any one time. An exception may occasionally be made for very large organizations representing both rural and urban counties. In no event shall there ever be more than two Council members from the same organization. New members will be notified at least one month in advance of the next Council meeting.

Some Council activities will involve the entire Council membership, while others may be delegated to standing committees. One standing committee shall be an ethics committee, which is responsible for receiving, reviewing, and acting on complaints filed against Certified Family Partners. The Council may choose to operate as a committee of the whole in reviewing ethics complaints.



Officers

The Council, in collaboration with Via Hope, shall select a Chair, Vice Chair, and Secretary. The Chair, or the Vice Chair in their absence, shall jointly facilitate the meetings with Via Hope staff. The Secretary shall take notes and submit draft minutes to Via Hope for review and distribution. The Council shall also serve as a subcommittee of the Via Hope Recovery Stakeholders Committee, and the Council Chair and Vice Chair shall be members of the Via Hope Recovery Stakeholder's Committee.

Both the Chair and Vice Chair shall have a minimum of one year's experience on the Council. With approval of Via Hope, other leadership experience chairing meetings dedicated to policy issues may be substituted for service on the Council.

The Chair shall serve for one year (four meetings). The Vice Chair shall be elected by a vote of the Council and serve for one year (four meetings). The Vice Chair shall then assume the role of Chair and a new Vice Chair shall be elected. The Secretary shall be elected by a vote of the Council at the same time as the Vice Chair and shall serve for one year (four meetings). The Secretary is not required to have prior service on the Council.

Relationship to Via Hope

The council is an advisory group that makes recommendations to the Director and staff of Via Hope. It does not have authority to establish policy; however, the Council's recommendations will be seriously considered. Via Hope will develop the agenda for each meeting, with input from the Council and its officers.

With respect to the Ethics Committee, the Committee's recommendations regarding complaints shall be communicated to the Director of Via Hope. If the Director agrees with the Committee's determination that the individual has committed a violation of the ethics code, the Director shall notify the individual of the violation and sanction. The individual shall have an opportunity to appeal that decision.

Nominations

Individuals shall nominate themselves for vacant positions on the Council. A notice will be sent to all Certified Family Partners whenever there are one or more vacancies. Nominations will be transmitted to all CFPs and selection will be determined by majority vote. If there is a tie



between two potential members, Via Hope will select the member, in consultation with Council officers.

Voting

The Council may vote on various issues in order to establish a recommendation to Via Hope. Voting will be based on majority vote of members in attendance. If a vote needs to occur in between scheduled meetings, votes will be determined electronically by a deadline established by the Council and Via Hope. The results of any vote shall be reported to Via Hope as the Council's recommendation. Tie votes will be reported as no recommendation.

Term of Service

Council members shall be appointed for two year terms beginning in April, and officers shall be appointed for one-year terms. A member may serve only two consecutive terms (four years) unless they are elected as Vice Chair in the final year of their second term, in which case they may serve an additional year (five years total).

Once a member has served for four or more years a minimum of two years must elapse before they may apply for an additional term.

Occasionally, members leave the Council before their term ends. When members are selected between terms to replace these members they will serve the remainder of that term. If the remaining term is more than one year, they shall be eligible to serve one additional term. If the remaining term is less than one year, they shall be eligible to serve two additional terms.

Meetings

The Council shall meet in person a minimum of twice per year with an additional two meetings in person or via conference call or video. Meetings will occur in April, July, October, and January. Council members may have additional meetings and conference calls as necessary and as requested by Via Hope. A member who fails to attend two of the meetings in the first year of the term may be replaced for the remainder of the term. Via Hope will notify that member in writing, and an application process will follow, in order to replace that member. Members may be asked to help develop and review written products in between meetings. Committees may meet independently of the full Council.

Resignation and Dismissal



If a Council member intends to resign for any reason, they should notify the Via Hope Family and Youth Manager and CFP Coordinator by email as soon as possible. Via Hope will notify the Chair and Vice Chair and schedule an election to fill the vacancy. Applications to replace the member will be distributed to all CFPs for a vote.

The CFP Advisory Council was created by Via Hope to solicit input on policy issues affecting the CFP community as a whole. Via Hope reserves the right to request the resignation of Council members who repeatedly engage in inappropriate and unproductive behavior as defined by Via Hope. Resignations are considered effective as of the date notification of such is provided in writing by Via Hope.

Compensation

Via Hope will reimburse members for travel costs to attend meetings. Via Hope will also provide one night's lodging the night before meetings for those Council members living more than thirty miles from the meeting site. However, there is no payment for individual's time spent attending meetings. Via Hope will encourage employers to allow CFPs to participate on work time.