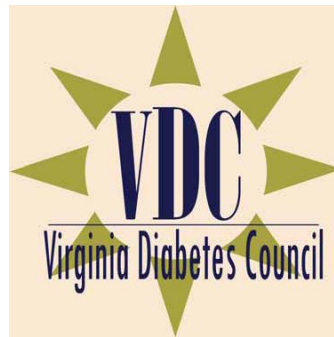


Member Handbook

www.virginiadiabetes.org

9/2010



Welcome to the Virginia Diabetes Council!

We would like to extend a warm welcome to you, whether you just joined us as a new member, are currently a member trying to learn more, or if you're just "checking us out" and exploring the possibility of membership.

This handbook provides tools to help you learn more about the VDC, benefits of membership, and current and future activities its Workgroups are doing as outlined in the *Virginia Diabetes Plan 2008-2017*.

As you review this handbook, please feel free to contact the Executive Director or any member of the VDC Board or Steering Committee to help answer questions, provide clarification, and provide any resources to help with your orientation and integration into the VDC. **Contact information is provided in the side pocket of this handbook.**

Preventing and controlling diabetes requires participation of diverse individuals, organizations, and communities across Virginia. VDC leadership continuously recruits new members and partners to carry out its strategic efforts. If you are reading this, you most likely have a stake in diabetes. We encourage your participation in this critical effort by joining us in donating your time, expertise and financial resources to make a difference in the lives of those affected by diabetes.

We look forward to working with you!

Pamala Suter, MS, RD, LD, CDE
Chair

Mary Donny
Executive Director



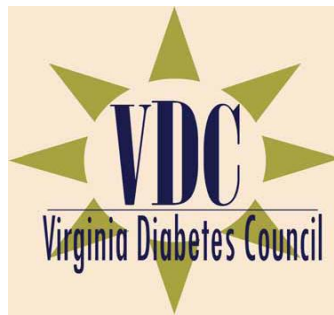


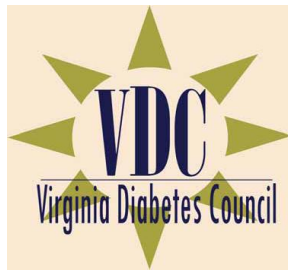
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Side Pocket

VDC Leadership and Contact Information
VDC Brochure
Membership Application
Action Plans for Workgroups
Current Year Meeting Calendar
Handbook Evaluation Form



ABOUT US

The Virginia Diabetes Council, a 501(c) 3 non-profit organization, provides a forum for communication, collaboration and action among diabetes stakeholders in the Commonwealth of Virginia.

OUR VISION

To improve the lives of Virginians affected by diabetes

OUR MISSION

To bring partners together to identify and promote best practices for diabetes prevention, control and treatment in Virginia

Our vision and mission require a formidable effort. From 1995 to 2009, prevalence of diabetes in Virginia has more than doubled, from 3.9% to 8.2%. An estimated 492,000 adult Virginians have diagnosed diabetes. The prevalence of prediabetes, which puts a person at very high risk of developing type 2 diabetes in the next four to six years is increasing and is estimated to be 29.5% of adults ages 18 and older, an estimated 1.77 million adults in Virginia. However, only 5% of adults with prediabetes have been diagnosed. Diabetes was the 8th leading cause of death in Virginia in 2008 and is a major risk factor in developing complications such as heart disease, lower extremity amputation, blindness, and renal diseases.

OUR HISTORY

In 1996, the Virginia Department of Health's Diabetes Prevention and Control Project convened the Virginia Diabetes Task Force which was the first **statewide** group of diabetes stakeholders organized in Virginia. The purpose of the Task Force was to advise and coordinate statewide efforts aimed at reducing the burden with an end goal of developing a Diabetes State Plan. The first Diabetes Plan was published in 1998. Throughout this process, the Task Force relied heavily on the Diabetes Program for its resources. This would soon begin to change.

With the publication of the Diabetes State Plan, the Task Force having completed its purpose was dissolved.



The Virginia Diabetes Council was formed in 1999 to implement priorities in the Plan and to seek broad support and ownership in diabetes control efforts that reached beyond state government.

The Council was involved in numerous initiatives over a seven year period; however, there were three areas that generated considerable energy and collaboration among the members. These areas were: Improvement of Clinical Care Practices; Prevention; and Building Organizational Capacity.

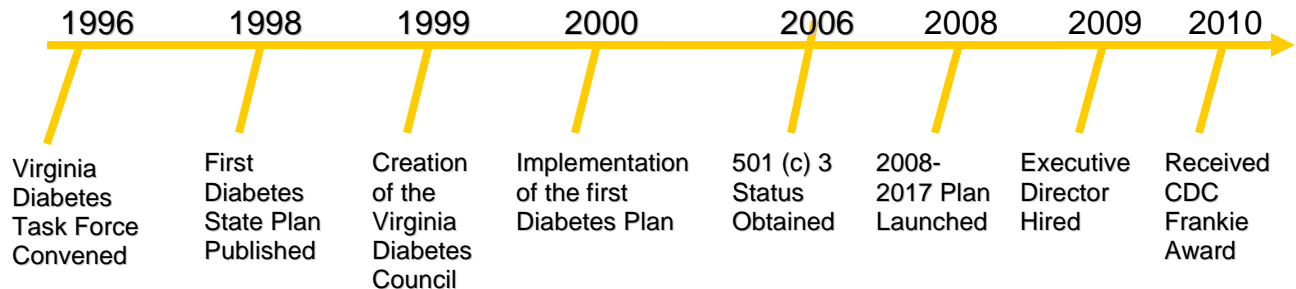
One of the ways in which the Council has broadened its financial base is through its recognition as a 501(c)3 organization in November of 2006. In 2008, the *Virginia Diabetes Plan 2008-2017* was facilitated by the VDC Steering Committee who engaged consultants to gather broad stakeholder input and assemble strategic initiatives to address the needs related to diabetes in Virginia. Seven Diabetes Dialogues were held across the Commonwealth and key interviews were conducted to round out stakeholder input, ensuring diverse and comprehensive opinion leader input into the Plan.

Since that time, we have secured several grants including strong support from the Virginia Department of Health's Diabetes Prevention and Control Project (2009-10). We have moved forward in our capacity building efforts by hiring an executive director (2009) and increasing our membership base. As we continued to focus on the Plan's objectives and goals, we were delighted to be nationally recognized by the Centers for Disease Control and Prevention with a Frankie Award for the development of a standardized diabetes action plan for emergency diabetes management in schools in 2010. Please join us as we continue making history by improving the lives of Virginians with diabetes!



Representatives of VDC's Education and Empowerment Workgroup accept Frankie Award!

History and Timeline of the Virginia Diabetes Council



OUR ACCOMPLISHMENTS

VDC accomplishments are numerous. Here are some highlights:

- Passage of legislation in 1998 and 1999 requiring insurance reimbursement for diabetes education and supplies.
- Publication of “Improved Coverage for Diabetes Education and Supplies”.
- Developed the Diabetes Toolkit to increase awareness and use of American Diabetes Association (ADA) Clinical Practice recommendations among providers and patients.
- Launched “Operation Diabetes” with Virginia Commonwealth University School of Pharmacy to identify persons at high risk for developing type 2 diabetes and encouraged them to track their steps for six weeks—a model presented at the 2007 Virginia Pharmacist Association mid-year meeting.
- Awarded mini grants to support innovative diabetes prevention community-based programs.
- Provider of two conferences on gestational diabetes and prevention of Type 2 diabetes for health care professionals.
- Secured 501(c) 3 non-profit status to obtain capacity building funds.
- Recruited and hired first Executive Director in 2009.
- Received CDC’s Frankie Award for the development of a standardized diabetes action plan for emergency diabetes management in schools in 2010.

Check us out on our website (www.virginiadiabetes.org) to learn more about our accomplishments!

VDC Membership Benefits

Why should I become a Virginia Diabetes Council member?

There are many benefits to being a member of Virginia Diabetes Council. Some examples include:

1. Networking and relationship building for future partnerships
2. Ability to fulfill your organization's existing requirements
3. Opportunities to promote your organization's resources and programs
4. Awareness of and connections to other members' resources
5. Broadens your organization's ability and reach – you can do more with others than you can do alone!
6. Reduces duplication and utilizes resources more efficiently to work together on common goals and target populations
7. Access to a State Plan developed systematically with a consensus across organizations that is broad enough to meet all organizations' priorities but focused in its efforts for Virginia
8. Awareness of and access to accurate data on diabetes to support activities
9. Increased knowledge (for you and your organization) (e.g. keeping up to date on diabetes standards, legislation)
10. Representation of organization's perspective because you're "at the table"
11. More global perspective about diabetes to share with organizations
12. Recognition of your organization (e.g. in state plan)
13. A way to give of your talent and time to reduce the burden of diabetes in Virginia



VDC Organizational Structure

The next page displays the Virginia Diabetes Council organizational structure.

The VDC has a **Board of Directors** that manages the affairs of the VDC, and includes the following officers: Chair, Chair-Elect, Secretary, Treasurer, immediate Past-Chair, and up to two at-large members. This Board is also known as the **Executive Team**.

We also have a **Steering Committee** that ensures the goals and objectives of the VDC's plan are implemented. It is made up of the Chairs of the Workgroups and the Board of Directors.

Our **Executive Director** is responsible for fundraising, community and public relations, human resource and financial management and daily operations of the Council.

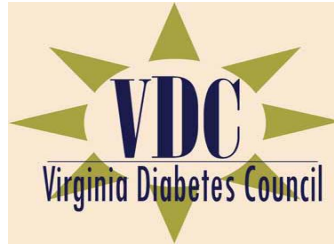
The VDC has eight **Workgroups**, named for the Initiatives outlined in the *Virginia Diabetes Plan 2008-2017*:

- Capacity Building
- Surveillance and Evaluation
- Prevention
- Education and Empowerment
- Access to Care
- Quality of Care
- Research
- Advocacy



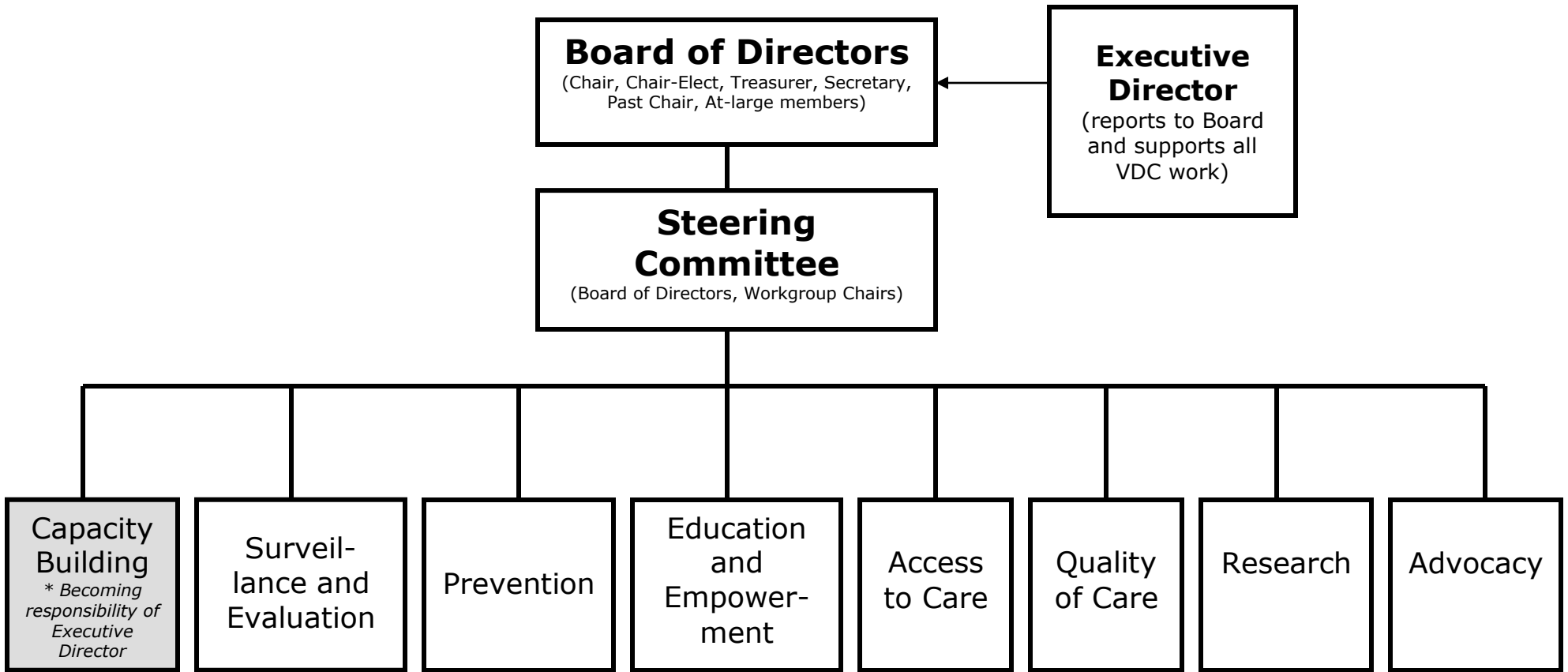
The Workgroups are the backbone of the VDC. It's through the work and activities of the Workgroups that the state plan initiatives come to fruition. Each standing committee has a Chair and may have a Co-Chair.

Check out the Workgroups in more detail on pages 11-12. We need everyone to make this happen, so there's a place for you!



Organizational Chart

June 2010



8 Workgroups

VDC Member Expectations (of you and of us!)



We ask our Active Members to support the VDC and its goals by:

1. Completing a **Membership Request Form**.
2. **Choosing a Workgroup** and participating in its activities as a team player.
3. Participating in *monthly* **Workgroup conference calls** (usually 1 hour).
4. Participating in *quarterly* **VDC meetings** (10 a.m. – 2 p.m.), held in different locations across the state. (We understand travel funds may be cut at this time).
5. **Fulfilling your Workgroup commitments or notifying** colleagues early enough so a substitute can be found and work can continue.
6. **Providing feedback and suggestions** to the VDC Board and staff to improve the VDCs effectiveness.

Here's our commitment to you. We will:

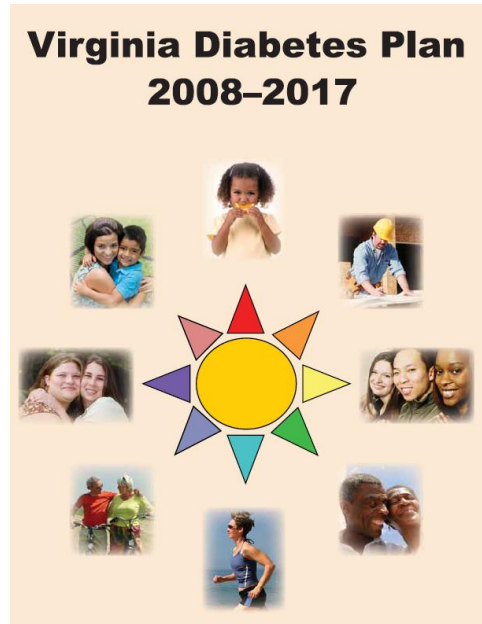
1. **Provide orientation** to help you feel knowledgeable about the VDC and comfortable with your commitments.
2. **Ensure your participation is worthwhile and challenging** with freedom to use existing skills or develop new ones.
3. **Appreciate your contributions.**
4. Provide well **organized, productive meetings.**
5. **Communicate regularly** about VDC activities, meetings, and business matters.
6. **Join you in evaluating the VDC's effectiveness** and ensure we improve in areas noted in your regular feedback

Join a monthly or quarterly meeting and check us out!

Virginia Diabetes State Plan

The VDC approaches the primary prevention, detection, and treatment of diabetes in a strategic and systematic manner. The Virginia Diabetes Plan 2008-2017 identifies key priorities and implementation strategies. The state plan can be downloaded from:

www.virginiadiabetes.org/VirginiaDiabetesFullPlan.pdf



Implementation

The Workgroups are primarily responsible for implementing the Plan. Without people committed to the Plan and the cause of diabetes prevention and control, it will never happen. We need your skills, talents, and experiences to make this happen! Join us in this exciting effort to make a difference across the state of Virginia.



State Plan Initiatives / VDC Workgroups



Initiative 1

Capacity Building

Strengthen the capacity of the VDC to achieve the strategic initiatives of the Plan by working collaboratively with partners throughout the Commonwealth.



Initiative 2

Surveillance & Evaluation

Support a surveillance and evaluation system that reduces gaps in diabetes data and provides clear and easily accessible information about diabetes for decision-making and evaluation.



Initiative 3

Prevention

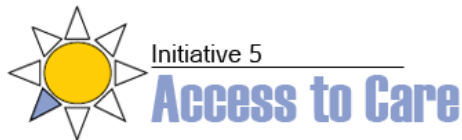
Improve public competency to reduce personal risk factors for Type 2 diabetes by increasing awareness about prediabetes, risk factors for Type 2 diabetes, and the consequences of diabetes.



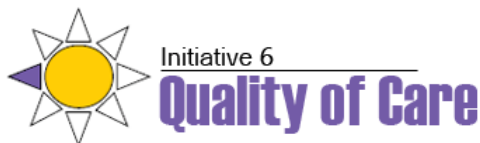
Initiative 4

Education and Empowerment

Identify or create and disseminate educational methods, curricula, and instruction for diabetes management and control.



Evaluate and eliminate barriers to diabetes care. Encourage and enhance creative alternatives to extend the health care system's ability to detect, treat, educate and manage the care of persons with diabetes.



Engage Virginians in a partnership of care for diabetes detection and treatment, education and self-management that are of the highest quality.



Raise awareness of diabetes research that is conducted in the Commonwealth to facilitate collaboration among diabetes researchers and create a comprehensive agenda that addresses all aspects of diabetes research.



Engage legislators and key institutional leaders to support policies and laws that focus on prevention of diabetes and support for those with diabetes, including access to and quality of care and education.

Virginia Diabetes Council

Revised and Amended Bylaws 06-30-2010

Article I. Company

Section 1. Name of Corporation

The name of the corporation is Virginia Diabetes Council referred to herein as the “Council”.

Section 2. Purpose of Corporation

The purposes, power, rights, obligations and duties of the Council shall be as set forth in its Articles of Incorporation, and these Bylaws, with the general purpose and mission of the Council being to bring partners together to identify and promote best practices for diabetes prevention, control and treatment in Virginia.

The purposes and goals of the Virginia Diabetes Council are:

- To provide a forum for communication and collaboration among diabetes stakeholders, with the intent to reduce the burden of diabetes in Virginia;
- To update and disseminate the Virginia Diabetes Plan as broadly as possible to all diabetes stakeholders in Virginia
- To annually identify key priorities in the Virginia Diabetes Plan and to develop implementation strategies.
- To annually conduct an evaluation of the activities of the Virginia Diabetes Council.
- To solicit funds for the purposes of the Council;
- To establish rules and regulations governing the Council and its members;
- To promote the general purposes for which the Council was created.

Article II. Members

Section 1. Categories of Members

There shall be two categories of membership: 1) Active Member, 2) Associate Member. Where appropriate, hereinafter Active Members and Associate Members shall collectively be referred to as “Member” in the Bylaws.

1.1 Active Members

- Active Members shall be individuals or representatives of groups with an interest in reducing the burden of diabetes in Virginia.
- A person wishing to be an Active Member must complete and submit a membership request form.
- Active Members have voting privileges in all matters relating to the business of the Council.
- At least five of these Active Members shall be interested citizens, diagnosed with diabetes or a family member or caregiver of a person with diabetes.

- All Active Members may serve as a member or officer of the Board if they meet the nomination requirements.
- All Active Members may serve on Council Workgroups.

1.2 Associate Members

- Associate Members are ineligible to vote in Council business.
- Associate Members are eligible to receive Council e-communications.
- Associate Members may switch to Active Member status by submitting the Active Membership form to the Council.
- Associate Members may serve on Council workgroups.

Article III. Board of Directors

Section 1. General Powers

1.1 The affairs of the Council shall be managed by a Board of Directors who shall be elected by the Active Members of the Council.

1.2 All members of the Board of Directors shall have equal voting rights.

Section 2. Qualifications

An Active Member may be nominated for election to the Board if the nominee has been an Active Member for at least one (1) year prior to the election.

Section 3. Number

The Board shall be composed of officers including a Chair, Chair-Elect, Secretary, Treasurer, immediate Past-Chair and up to Two At-large members.

Section 4. Executive Team

The Officers of the Board of Directors shall constitute the Executive Team.

Section 5. Nominations and Elections

5.1 The immediate Past Chair of the Council will be responsible for the nomination and election processes. In the absence of an immediate past chair, the Council Chair will appoint a Board Member to be responsible for this process.

5.2 Selection of candidates for the Chair-Elect, Secretary, Treasurer and At-large Member positions shall be based on nominations and self-nominations of Active Members only by Active Members.

5.3 Annually, there shall be an election of a Chair-Elect and no more than Two At-large Members of the Board.

5.4 The Council Chair-Elect, Secretary and Treasurer, At-large Members shall be elected by a majority of the votes cast by the Active Members for each position. The 2010 election shall be exempt of this requirement whereby all persons listed on the Council "List serve" on June 1, 2010, shall constitute "Active Members", and be eligible to vote for the slate of nominees for the governing term of July, 2010 through June,

2011. After this election, only Active Members as defined in Section 1.1 may vote on business of the Council.

5.5 A slate of nominees for Council Chair-Elect and Secretary or Treasurer shall be sent electronically to all Active Members no later than June 1 of each year. For the election of June, 2010, the slate will be sent electronically to the Council's "List Serve" who may vote for the slate for the governing term of July, 2010 through June, 2011.

Section 6. Term of Office

6.1 The Chair and Chair-Elect, serve a term of one year, from July 1 through June 30 of following year. The Chair and Chair-Elect may serve consecutive terms of office if re-elected.

6.2 The Secretary and Treasurer shall be elected on alternate years and serve a term of two years.

6.3 The election for Secretary will take place on even years and the Treasurer position in odd year.

6.4 The Secretary and Treasurer may serve consecutive terms of office if re-elected.

6.5 At-large members serve one (1) year terms. At-large members may serve consecutive terms of office if re-elected.

Section 7. Meetings of Board

The Board of Directors shall meet a minimum of three (3) times annually. These meetings may take place via teleconference call, face-to-face, video conference or a combination of these options.

Section 8. Notice of Meetings

Notice for Board meetings will be posted on the Council's website, www.virginiadiabetes.org on the Calendar of Events section. The notices will be posted a minimum of 10 days prior to a meeting.

Section 9. Quorum

9.1 A majority of board members constitutes a quorum.

9.2 Three-quarters of the Executive Team members must be present at Executive Team meetings to constitute a quorum.

Section 10. Responsibilities and Duties

10.1 The Board of Directors shall have final responsibility and authority over the budget and finances of the Council. The Board of Directors shall determine administrative policies, manage the business of the Council and establish special and ad hoc workgroups. The Board shall also establish and maintain working relationships with other organizations.

10.2 Officers of the Board shall not serve as Workgroup Chairs or Co-Chairs.

10.3. *Chair.* The Chair shall serve as the presiding officer at all regular and special meetings of the Council, Executive Team and Steering Committee meetings. The Chair shall appoint chairs of standing and special workgroups annually, and shall perform other duties as assigned by the Executive Team and/or Steering Committee.

10.4. *Chair-Elect.* The Chair-Elect shall assume the duties of the Chair during periods of temporary absence or vacancy in office and shall perform other duties as assigned by the Executive Team and/or Steering Committee. The Chair-Elect shall automatically succeed to the office of Council Chair for the next term. The Chair-Elect will serve at a minimum of: one year as Chair-Elect, one year as the Chair and one year as Past-Chair comprising three (3) years of service unless consecutive re-elections occur.

10.5 *Past Chair.* The Chair will become Past Chair and serves to provide historical continuity of programs, goals, objectives and strategic direction of the Council. The Past-Chair serves on the Executive Team, as a mentor to the Chair and Chair-elect; will work with the Chair and Executive Director to offer connections for the Quarterly meetings and shall preside over the annual nomination and election process.

10.6 *Treasurer.* The Treasurer shall conduct all financial operations for the organization including the maintenance of bank and checking accounts; the receipt, deposit, and disbursement of funds; proper financial record keeping; and provision of financial reports at each annual Council meeting and more frequently if directed by the Steering Committee. The Treasurer shall provide the Board of Directors with quarterly financial reports. The Treasurer shall submit all required State and federal documents as required by law on annual basis. An audit shall be conducted annually.

10.7 *Secretary.* The Secretary shall keep minutes of the Board meetings, Quarterly meetings and Steering Committee meetings. In addition, the Secretary will track attendance at these meetings, distribute and collect meeting evaluations, provide appreciation letters to speakers, etc. at Quarterly meetings and work with the Executive Director on any written inquiries and responses regarding these meetings.

10.8 *At-large Members.* At-large Board Members (up to 2) shall be elected from the Council's Active Membership. At-large Board Members represent the interests of the general membership on issues of concern, work to identify potential problems and solutions, carryout the Board responsibilities and take on additional duties as requested by the Chair.

Section 11. Resignation and Removal

11.1 In the case of resignation or vacancy in the office of Chair, Chair-Elect, Secretary or Treasurer, a replacement shall be elected within 30-60 days by the Steering Committee (see Article VII. Section 5).

11.2 Board members who resign are required to submit their resignation in writing or electronically to the Board Chair with a copy to the Executive Director. The Board member who is resigning is requested to alert the Board Chair to their impending resignation as soon as possible to allow for smooth transition. If the Board Chair is resigning, the resignation shall be sent to the Chair-Elect with a copy to the Executive Director.

11.3 The Board Chair has the authority to appoint an appropriate Active Member who must be unanimously confirmed by the Board to replace the departing Board member on an interim basis until the next elections wherein nominations will be solicited for the position and normal election processes will occur.

Article IV. Meetings of Active Members

Section 1. Meetings of the Active Members

At minimum, there will be an annual meeting of the Council to conduct business of the Council, hear workgroup progress reports, and to share ideas and information. Notice of the meeting shall be sent to the membership electronically at least 30 days in advance of the meeting.

Section 2. Quorum and Voting

2.1 A simple majority of Active Member attendees at a meeting constitutes a quorum to conduct business of the Council.

2.2 A simple majority of Active Members voting electronically constitutes a quorum.

Section 3. Powers and Duties

3.1 All Active Members are eligible to cast votes on business brought before the Council.

Article V. Steering Committee

Section 1. Purpose

The Steering Committee serves the purposes of ensuring the goals and objectives of the Council's Plan are implemented.

Section 2. Membership

The Steering Committee membership consists of the Chairs of the workgroups, and the Board of Directors. The Council Chair and Chair-Elect will serve as Chair and Vice Chair of the Steering Committee. Co-Chairs of the workgroups may attend the Steering Committee meetings if the Workgroup Chair is absent or the position is vacant. Others may be invited to participate as needed by the Steering Committee.

Section 3. Responsibilities

The Steering Committee has the responsibility of overseeing workgroup budgets while the Board of Directors has final authority over these budgets.

Section 4. Meetings

The Steering Committee shall meet at least three times annually and communicate as necessary between meetings.

Section 5. Resignation

5.1 The Steering Committee (Workgroup Chairs) members who resign are required to submit their resignation in writing or electronically to the Board Chair with a copy to the Executive Director. The Workgroup Chair who is resigning is requested to alert the Board Chair to their impending resignation as soon as possible to allow for smooth transition.

5.2 The Board Chair has the authority to appoint an appropriate Active Member who must be unanimously confirmed by the Board to replace the departing Board member on an interim basis until the next elections wherein nominations will be solicited for the position and normal election processes will occur.

Article VI. Executive Director

Section 1. Executive Director

The Executive Director reports to the Board of Directors. The Executive Director is responsible for fundraising, community and public relations, human resource and financial management and daily operations of the Council and other responsibilities as requested by the Board of Directors. The Executive Director attends Board and Steering Committee meetings but has ex-officio status.

Article VII. Workgroups

Section 1. Workgroups

Workgroups shall be formed at the direction of the Steering Committee to accomplish specific tasks. Workgroups will be accountable to and report directly to the Steering Committee. When their tasks have been accomplished or when task-related activities have ceased, workgroups shall be dissolved by the Steering Committee

Section 2. Chairs and Co- Chairs

Chairs of workgroups shall be appointed annually and as needed by the Chair of the Council with input from the Board of Directors. In the case of resignation or vacancy, the Council Chair will appoint a replacement, if possible, within 30 days. Chairs of workgroups may appoint a Co- Chair to serve in collaboration with the workgroup Chair and in the absence of the Chair. Co- Chairs' resignations should be written or electronically submitted to their workgroup Chair with a copy to the Executive Director.

Section 3. Ad hoc Workgroups

Subcommittees or Task Forces within a workgroup shall be formed at the approval of the Steering Committee. These ad hoc workgroups, subcommittees/task force generally shall be focused on one specialized project or area of interest (fundraising, communications, etc.) of the Council. The workgroup shall be formed for one month or may continue until a majority of the Steering Committee vote for the workgroup to dissolve.

Section 4. Membership

Workgroup membership will be composed of the Council membership and additional ad hoc members as needed. Membership requirements and restrictions pertaining to serving as chair or vice-chair of Workgroups are as specified in the Membership section of these bylaws.

Section 5 Resignation

5.1 Workgroup Chairs who resign are required to submit their resignation in writing or electronically to the Board Chair with a copy to the Executive Director. The workgroup Chair who is resigning is requested to alert the Board Chair to their impending resignation as soon as possible to allow for smooth transition.

5.2 The Board Chair has the authority to appoint an appropriate Active Member who must be unanimously confirmed by the Board to replace the departing Board member on an interim basis until the next elections wherein nominations will be solicited for the position and normal election processes will occur.

Article VIII. Dissolution

Section 1 Dissolution

1.1 The Council may be dissolved at any time but requires a two-thirds (2/3) vote of approval for dissolution by its membership.

1.2 *Asset Distribution.* If the Council is dissolved at any time, its assets shall be either returned to donors or distributed to similar not-for-profit organizations in Virginia to be selected by the Steering Committee within 90 days of dissolution.

Article IX. Parliamentary Authority

Section 1. Parliamentary Authority

The rules contained in Robert's Rules of Order Newly Revised (the then current edition) shall govern the decisions of the Council at all levels of the organization in all cases where they do not conflict with the Bylaws of the Council or the adopted policies and procedures.

Article X. Amendments

Section 1. Amendments

These bylaws may be amended at any meeting of Active Members on the recommendation of the Steering Committee and approved by a majority vote of the Active Membership surveyed electronically, provided the proposed amendment has been submitted by e-mail to all members at least thirty (30) days prior to the convening of the meeting.