



PSI CT HANDBOOK

INTRODUCTION

In August 2015, a dedicated group of maternal mental health advocates voted to take next steps in forming a state chapter of Postpartum Support International (PSI). The following year, a formal contract with PSI was endorsed, forming the Connecticut Chapter of Postpartum Support International (PSI CT).

TABLE OF CONTENTS

- A. PSI CT CHAPTER MISSION
- B. HISTORY
- C. ORGANIZATIONAL STRUCTURE
- D. LEADERSHIP AND CONTACT INFORMATION
- E. BOARD DUTIES/EXPECTATIONS
- F. COMMITTEE DUTIES/EXPECTATIONS
- G. QUARTERLY REPORT STRUCTURE
- H. COMMUNICATION GUIDELINES AND EXPECTATIONS



The mission of PSI CT is to promote awareness, prevention and treatment for perinatal wellbeing throughout Connecticut.

Welcome to Postpartum Support International- CT Chapter Informational Guide

Overview of PSI

Postpartum Support International was established in 1987 by Jane Honikman, MS as a global network of individuals and organizations dedicated to increasing awareness of mental health related to childbearing.

“In 1987, I founded Postpartum Support International (PSI) to represent self-help/support groups working to prevent the negative emotional reactions to childbearing. PSI empowers and encourages interested individuals to create new, as well as support existing, support groups. I continue my work, increasing the resources and contacts available to women, their partners, families and friends.”

www.Janehonikman.com

The purpose of the organization is to increase awareness among public and professional communities about the emotional changes that women experience during pregnancy and postpartum. PSI headquarters is located in Portland Oregon and has members all over the world, including volunteer coordinators in every one of the United States and in more than 36 other countries. PSI disseminates information and resources through its volunteer coordinators, website and annual conference. Its goal is to provide current information, resources, education, and to advocate for further research and legislation to support perinatal mental health. Dedicated PSI members, leaders, and friends work tirelessly across all levels to meet goals of the shared PSI mission of support, education, advocacy, and research for people living with mental illness through various activities. For a complete listing of PSI services and resources, please visit www.postpartum.net

Journey to PSI Connecticut Chapter

The Connecticut Alliance for Perinatal Mental Health grew as multidisciplinary collaborative developing support and service infrastructure for perinatal mothers. Meetings began monthly after training in March 2013 by the MotherWoman organization in Massachusetts.

In November 2013, an important aspect of our organizational development took place; a small contingency of providers in Connecticut attended PSI’s Components of Care 2-day training at Zucker Hillside LIJ Women’s Hospital in New York.



The June 2014 PSI Conference held in North Carolina was attended by three Connecticut perinatal leaders! A poster was presented on a CT initiative offering home-based psychotherapy for mothers experiencing postpartum depression.

The Alliance coordinated Connecticut’s first Postpartum Support International (PSI) training March 26-27, 2015. The PSI Components of Care 2-day training was a great success with attendance of about 150 providers and advocates.





After the exciting training event, the Alliance continued to meet and learned from PSI national that a new opportunity was available to become a chapter of the organization. The transition meeting from the Connecticut Alliance for Perinatal Mental Health to a PSI CT Chapter Meeting was held on August 20, 2015 at Greenskies Renewable Energy in Middletown. This meeting established the founding members of PSI-CT and interim board to draw up bylaws. This was an energizing meeting knowing there was much work that lay ahead. PSI-CT became the first state chapter of PSI in July 2016.

In November 2016, Jane Honikman, founder of PSI came to Connecticut with Dr. Shoshana Bennett. Dr. Bennett provided an intimate clinical training for PSI-CT founding clinicians and Jane worked with the board and founding members of PSI-CT at a one day organization building retreat to formulate a strategic plan and cultivate our identity.
Thank you Jane!





Postpartum Support International Connecticut Chapter

**Promoting awareness, prevention and treatment of Perinatal
Mental Health issues for the wellbeing of new mothers and
their families throughout Connecticut.**

www.psictchapter.com @psictchapter www.facebook.com/psictchapter

How we help...

Resources for families and professionals
Listing of support groups for moms across CT
Events and trainings

Get involved...

Volunteer on a committee or at an event
Attend a training
Run a support group or become a PSI Coordinator
Become a member
Donate

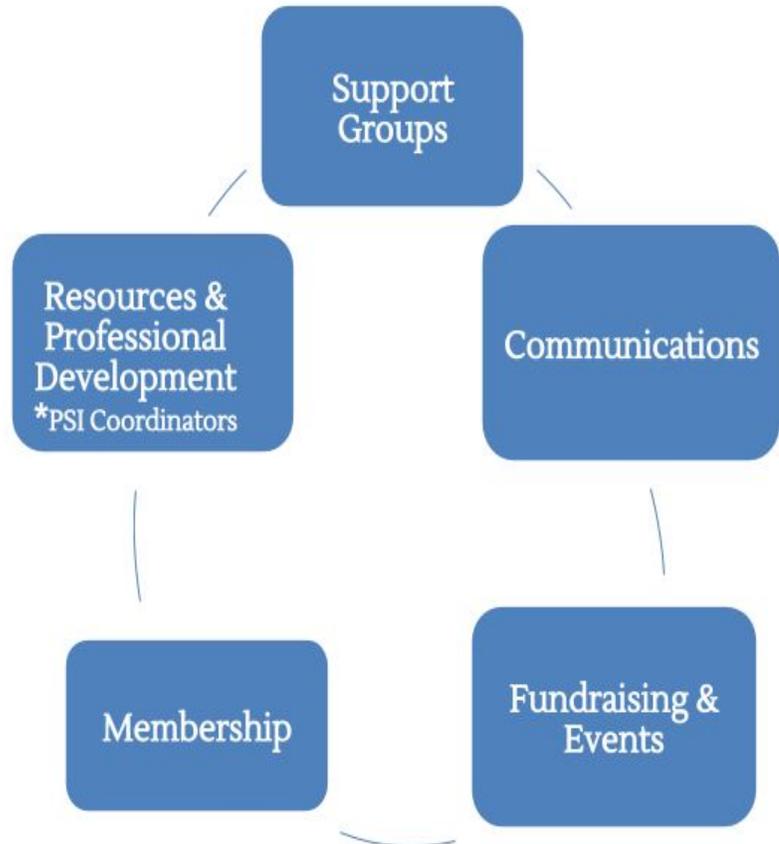
We Believe...

You are not alone: All mothers, fathers, and families deserve support during pregnancy and parenthood.

You are not to blame: This time is challenging.

You will be well: Many types of support are available.

PSI CT Governance Structure





Postpartum Support International Connecticut Chapter (PSI) Leadership

Executive Board Members

Cory Bernard, LCSW
President & Chair of the Board
Psictpres@gmail.com
203-449-5399

Jennifer Vendetti, MSW
Vice President
Psictvpres@gmail.com
Maternalmentalhealtheducator@gmail.com
860-301-6092

Katie Newkirk, Ph.D.,
Treasurer
Psicttreasurer@gmail.com
312-502-9715

Barbara Ward-Zimmerman, Ph.D.,
Secretary
Psictsecretary@gmail.com
860-335-4466

Jennifer Badeau, LMFT
PSI CT Liaison
Psictliaison@gmail.com
860-937-6310

Additional Board Members

Annie Keating Scherer, LCSW,
Support Groups Committee Chair
Psictgroups@gmail.com
860-212-7066

Carolyn Kagan, LCSW
Membership Committee Chair
Psictmembershipcommittee@gmail.com
516-851-6936

Martha Adams, LPC,
Professional Development & Resources
Committee Chair
Psictresources@gmail.com
860-869-2774

Sharon Thomason, Ph.D.,
Communications Chair
Psictcommunications@gmail.com
860-331-1750

Cory Bernard, LCSW,
Fundraising & Events Committee Chair
Psictfundraising@gmail.com
203-449-5399

Lisa Candels, Member At Large
Psictboardmember@gmail.com
860-733-3345

BOARD DUTIES:

The Board decides matters of fiscal responsibility, oversees all of the programs, initiatives and projects undertaken on our behalf, and helps to both define our mission and goals and helps to ensure they become a reality. Any Full BOD member can send communication to the full board without approval of the Executive Board.

Some basics:

1. **MISSION** As a Board member you must know and understand our mission. The Bylaws state that our mission is: **to promote awareness, prevention and treatment for perinatal wellbeing throughout Connecticut.**
2. **LAWS and BYLAWS:** As a member of the Board you should be familiar with the Bylaws of the organization. Although some may find it tedious, it is important that you read them and, when a question arises, consult them. As a Board member it is up to you to ensure compliance with the Bylaws and any applicable laws, particularly when developing policies and governing structures or documents.
3. **AMBASSADOR:** As a member of the Board you are a representative of our organization. You assist in the growth and reputation of the organization through acting as an ambassador and advocate whenever the opportunity arises.
4. **FUNDRAISING:** An organization must have funds to meet its goals and mission. Board members are expected to help set fundraising goals, develop fundraising initiatives, actively promote and participate in those initiatives, seek and connect the board with potential outside sources (donors, grants, etc.) and personally support the organization by making an annual gift.
5. **FISCAL OVERSIGHT:** Raising funds is an ongoing challenge for most small nonprofits. Therefore, it is the responsibility of the Board and each member on the Board to ensure that funds are spent in a sustainable and responsible manner and in accord with the mission and bylaws as well as any requirements of the Parent organization.
6. **PLANNING:** The Board is responsible both for oversight in the present and planning for the future of the organization. The future of any organization largely depends upon those who serve the organization as members, including Board membership. Therefore it is the responsibility of each Board member to take note of the needs of the organization and identifying, cultivating and recruiting members for positions within the organization, including future Board members.
7. **ASSESSMENT:** In addition to ongoing assessment of the activities of the organization, the Board conducts a annual review. Each member of the Board is expected to prepare a written summary based on their position on the Board to present to the full Board. The Board hears and discusses each summary and makes decisions and recommendations based thereon.

Executive Board Positions and Expectations

President: The President heads up the board and supervises all of the business and affairs of the board. The president sets the Agenda for Board meetings and acts as a non-voting Chair (although the President may, from time to time, delegate these to other Board members).

Vice President: The VP fills in for the President if the President is unable to participate, may be appointed by the President on an ad-hoc or ongoing basis to act as Chair in meetings. Additionally the Vice President engages with the various Committees to provide guidance, coordinate and encourage synergy between related goals and tasks.

Secretary: The Secretary keeps and disseminates the final version of the minutes of the board of directors in addition to hard copies (or originals) of contracts, correspondence and so forth. Additionally, the Secretary is responsible for keeping track of the organization's activities to make sure the actions of the organization are in accordance to the organization's Bylaws. The Secretary holds board members' contact information in order to inform the board about meetings and updates on the organization.

Treasurer: The Treasurer keeps account of the receipts and disbursements in the organization's books. Additionally the Treasurer is responsible for keeping track of the organization's financial condition. This is an important role because it keeps the other officers and board members informed about the financials. The Treasurer files the quarterly and annual fiscal reports with PSI.

PSI Liaison: The PSI Liaison facilitates communication between the Parent organization (PSI International) and the Chapter (PSI-CT) and between the Chapter and any subsets of PSI Int'l such as the Chapter council. The PSI Liaison also is the primary insurer that the Chapter is in compliance with the requirements of the Parent organization. The PSI Liaison ensures that the complete quarterly reports (components which are completed by board members) are sent to PSI on time.

COMMITTEES AND COMMITTEE CHAIR DUTIES:

Role of Committee Chairs: Schedule, develop an agenda, lead and manage meetings; disseminate committee reports as requested prior to board meetings; participate actively on Board. Provide leadership so that the committee accomplishes the following tasks: take minutes of meetings, manage committee budget; recruit, engage and motivate committee members; set goals and create mechanism to track progress toward goals, and create annual report. The committee chair is responsible to ensure communication and collaboration with other committees working on joint projects.

Guidelines for Committee Chairs:

1- Become familiar with your current and new committee members, their areas of strength, areas where your committee is lacking skill or strength.

2- Become familiar with the areas your committee covers and its tasks. What are the current and upcoming projects?

3- Develop one year plan (based on fiscal year for PSI-CT) to address: filling areas of need, finishing current projects, next projects.

4- Create agendas for each meeting, share agenda with committee members 1 week in advance so they can come to meeting prepared to discuss topics or add anything needed. Plan to meet every 1-2 months to ensure projects are being consistently worked on and the committee members are communicating and collaborating.

5- At each meeting, create list of questions for other committees or board members.

6- At the meeting, for anything that becomes a task, identify who is best suited to address this task (within your committee or outside your committee), create a hoped for timeline and how information will be reported back to committee or others.

7- Notes/minutes should be taken at each meeting by someone (this can be the same person or rotate each meeting), submitted to the chair for review and then disseminated to the rest of the board within a week (or 2) of the meeting taking place.

8- Familiarize self with www.zoom.com and set up meetings. Access should be used at every meeting to ensure remote access available for committee members who can't attend. For consistency please use this method unless you otherwise discuss changing methods with the BOD. In order to expand PSI-CT through the state, it is necessary to include those who cannot attend in person.

Communications: This committee promotes and represents the organization to the community via all communication channels: news media and press releases, printed materials, website, social media, and legislative advocacy and testimony. All committees require the support of the communication committee to publicize their lead events. The Communication committee is charged with overseeing that all communications adhere to PSI's communication guidelines for all official communication and developing processes to ensure the smooth and timely communications of the organization through coordination with all committees. This committee is charged with collaborating with other committees to create and maintain email and physical address lists for distribution of communications. There are currently three workgroups (Website, Social Media, and Press) when membership is sufficient an "Advocacy workgroup will be added.

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This workgroup provides regular backups of our website, provides regular updates of security of the website, coordinates with membership and the board to ensure updated information of the organizational calendar on a minimum of a monthly basis, solicits blog posts for the website and coordinates the posting of these posts on Social Media.

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This workgroup communicates regularly with committee and board members to provide updated posts of chapter and national news on social media outlets. It provides guidelines for committees and members to coordinate updated posts and social media presence and regularly surveys the chapter's social media pages to ensure appropriate posts. The Social Media workgroup is responsible for regularly posting relevant source materials on social media outlets.

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This workgroup manages official communication by coordinating with PSI national and PSI-CT liaison so to align official communications in accordance with national guidelines, providing local guidelines as necessary, and serving as lead for all public communications. It collaborates with all committees to develop mailing lists, publicize public awareness campaigns, membership and fundraising events, trainings, and advocacy events. A very important task of this workgroup is the creation of a periodic newsletter and distribution of it to email lists. In addition, this workgroup creates and maintains lists of contacts for press releases and regularly creates and distributes press releases.

Fundraising and Events: This committee oversees development and implementation of the fundraising plan. This committee seeks out, identifies and pursues opportunities for raising funds including writing grants, soliciting funds from external donors and holding fundraising events.

This committee also oversees PSI-CT events including The Climb Out of Darkness, Annual Celebration, informational tables and participation in events to raise awareness about PMADs. This committee collaborates with other committees as appropriate in organizing and running PSI-CT events.

Membership: In service of our mission to cultivate awareness, this committee focuses on attracting, engaging, and retaining individual and organizational members through outreach and all PSI-CT events. An important function of this committee is tracking all membership, and communicating with PSI to track PSI members from CT so that these members can be recruited in PSI-CT's local efforts. The Membership committee educates members about the organization and volunteer opportunities within the organization and fosters connections between the membership, committee members, PSI Coordinators, and the board of

directors. This committee is responsible for developing a system for prompt responses to inquiries about membership, membership complaints and membership suggestions.

Resources and Professional Development: This committee develops resources and builds professional membership to promote and enable competencies to help further the Mission. Currently has two Workgroups: Resource and Training

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Act as a clearinghouse for all resource materials created by PSI-CT as well as material provided by PSI; manage perinatal provider profiles/surveys; help PSI vet local professionals desiring to be on the resource list, oversee development of other resources as needed.

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Develop and provide training materials for a variety of professionals; identify and coordinate opportunities for professional training.

Support Groups: This committee oversees and promotes the development of support groups throughout the state of Connecticut and provides guidance and resources to facilitators to start/maintain perinatal support groups. These resources include, but are not limited to, developing and providing annual Support Group Facilitator Trainings, and developing peer facilitator consultation and support processes. The Support Group Committee encourages facilitators and members of support groups to promote membership to PSI-CT and involvement in the mission of PSI-CT.

QUARTERLY REPORTS FOR PSI

psichapters@postpartum.net (currently Carrie Banks and Chris Raines)
will send an email reminding that the quarterly report is due.

Quarters:

Quarter 1: January 1 – March 31, report due by April 10

Quarter 2: April 1 – June 30, reports due by July 10

Quarter 3: July 1 – September 30, reports due by October 10

Quarter 4: October 1 – December 31, reports due by January 10

Responsibilities:

Fiscal Report: Treasurer

Officers: Vice President

Members: Membership Committee (Chair)

Chapter Meetings: Secretary (Enter meetings into form. Make copies of relevant meeting minutes and place in “PSI-CT Board Meeting Minutes for Quarterly Reports” folder in shared “Connecticut” folder.)

Chapter Activities: Fundraising & Events Committee (Chair)

Scholarships Given: Resources & Professional Development Committee (Chair)

Social Media Presence: Communications Committee (Chair)

When each person completes their part each quarter, they notify the PSI Liaison and when all parts are complete, the PSI Liaison notifies psictchapters@postpartum.net that quarterly report is completed.

COMMUNICATION GUIDELINES AND EXPECTATIONS

Clear, respectful communication is essential for our success at PSI-CT. Research has been determined that communication of team members is more important than the individual accomplishments of each member.

Please review the description of the board and committee roles and detailed descriptions of each committee outlined above. Most of the time responsibilities for projects and events are shared, and communication between the committees and the board are essential for our success. For example, a “membership appreciation event” would require the collaboration of the Membership Committee and the Fundraising and Event Committee, and the Communication Committee. In order to prevent “silos” of committee work, it is essential that we send copies of our minutes to the full board, and that the chairs of committees facilitate the collaboration between the committees and the entire membership. Together, we can accomplish much!

