

## Attachment A: Officers and Duties

In accordance with Idaho Code 39-3133 this board shall annually elect an executive committee of five (5) members comprised of a mental health consumer or advocate, a substance use disorder consumer or advocate, a representative of the county commissioners, a representative of Region III DHW Behavioral Health, and the board chair. The vice chair shall be an ex officio, non-voting member unless chair is absent.

The board shall elect to a two-year term a chair and a vice chair. Unless otherwise determined by the board at some future time, the board's operations partner and board staff will perform necessary secretarial and treasurer duties.

All meetings of the executive committee shall be held in accordance with the Idaho Open Meeting Law. The Executive Committee will fulfill duties assigned in the bylaws and shall be empowered to make fiscal, legal and business decisions on behalf of the full board. The Regional Behavioral Health Board may join with another government entity that can fulfill the same management infrastructure function. The executive committee and/or partner public entity shall have the power to:

1. Establish a fiscal control policy as required by the state controller;
2. Enter into contract and grants with other governmental and private agencies;
3. Develop and maintain bylaws as necessary;
4. Employ and fix the compensation, subject to the provisions of chapter 53; title 67, Idaho Code, of such personnel as may be necessary to carry out the duties of the board.

**Duties of Chair (if elected):** The board chair conducts Behavioral Health Board and Executive Committee meetings, prepares the meeting agenda after receiving agenda suggestions from board and staff members, assists all board committees as needed, identifies and monitors Behavioral Health Board agreed upon goals, and maintains appropriate communication with Region 3 Board Members, staff, and other stakeholders.

**Duties of Vice Chair (if elected):** The vice chair shall act as an aid to the chair and shall perform the duties of the chair in the absence or inability of the chair to act.

**Duties of Secretary (if elected):** The board secretary receives notice from board members when they are unable to attend board meetings, keeps track of attendance without cause, and notifies any member after two such absences. The board secretary records attendance and verifies quorum at meetings. The board secretary maintains a list of current board members and contact information, monitors corrections to the board minutes, maintains a file of the approved documents and official board documents in an electronic and/or hard copy file, and, as needed, presents the list of board vacancies and nomination applications to the Behavioral Health Board Appointing Committee. The board staff will provide administrative assistance to carry out these functions. Minutes are taken at each meeting and shall include all action items and recommendations. Copies of minutes shall be distributed to board members and approved minutes will be made available to the public in accordance with Idaho Open Meeting Law. In lieu of board secretary, see Attachment B.

**Duties of the Treasure (if elected):** The treasurer shall monitor the financial amount of the board. The treasurer will give a financial report to the board as requested, but at least quarterly. The treasurer shall deliver an annual fiscal report. In lieu of a board treasurer, see attachment B.