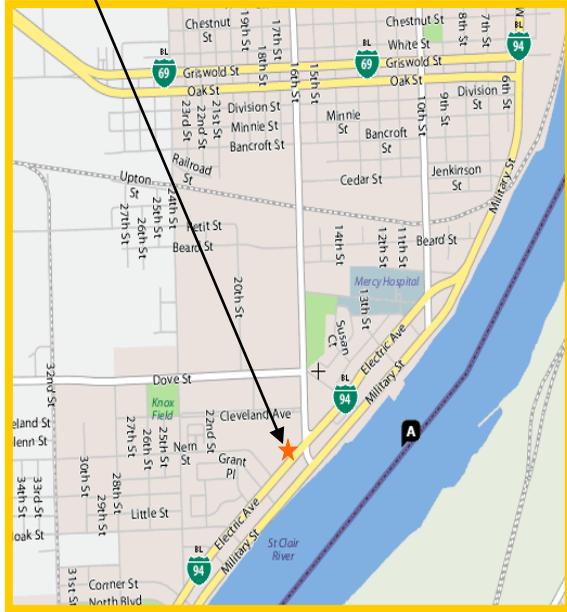


## Where Are We Located?

We are just south of 16<sup>th</sup> Street on Electric Avenue in Port Huron!



## Want to Learn More?

For additional information call, write or visit our Administrative Office:



### St. Clair County Community Mental Health

3111 Electric Avenue  
Port Huron, MI 48060

Tel: (810) 985-8900

Website: [www.scccmh.org](http://www.scccmh.org)

*Promoting Opportunities for Discovery and Recovery*

# How to Become a Board Member?

## What is My Role?

*A Board Member's Guide*

# So You Want to Become a Member of the Board...

## *What Is My Role?*

Board members set policies for the programs to follow and set goals for those programs. The authority to run the programs is delegated to the director. The director will be held accountable by the board for the efficient and effective operation of programs.

## *How Do I Get Appointed?*

Board members must be residents of St. Clair County and are appointed by a majority vote of the St. Clair County Board of Commissioners.

## *How Many Board Members Are There?*

The St. Clair County Community Mental Health Board consists of twelve (12) members. In accordance with the Mental Health Code, the composition of the Community Mental Health Services Board shall be representative of providers of mental health services, recipients or primary consumers of mental health services, agencies and occupations having a working involvement with mental health services, and the general public. At least 1/3 of the membership shall be primary consumers or family members, and of that 1/3 at least 2 members shall be primary consumers. All board members shall be 18 years of age or older.

## *How Long Is My Term?*

The term of office for a board member is three (3) years. Vacancies are filled for unexpired terms in the same manner as original appointments.

## *Is There A Conflict Of Interest?*

In accordance with the Mental Health Code, an individual shall not be appointed to and shall not serve on a board if he or she is one or more of the following:

- Employed by St. Clair County Community Mental Health Authority; or
- A party to a contract with SCCCMHA or administering or benefiting financially from a contract with the Agency; or
- Serving in a policy-making position with an agency under contract with the Agency.

## *How Often Does The Board Meet?*

The board meets on the **first** and **third Tuesday** of the month unless otherwise noted on the Board's Meeting Calendar which shall be preceded by public notice in accordance to the Open Meetings Act, Public Act 267 of the Public Acts of 1976.

All board meetings are held at our Administrative Offices located at 3111 Electric Ave. in Port Huron unless otherwise posted. The meetings commence at 6:00 pm.

# Welcome... to the Board!

**Congratulations** on your appointment to the team of the Board of Directors of St. Clair County Community Mental Health. Board members have always played a critical role in Michigan's public mental health system. Today, in an environment of increasing need and limited resources, the need for effective boards to provide leadership and policy direction to their organizations has never been greater.

## **Working As A Team**

Each member brings to the board their unique personal background and experiences. Together we share and consider a variety of viewpoints and perspectives. Because the Board size is limited to 12 individuals, it is impossible for all special groups to be represented on the St. Clair County Community Mental Health Board at any given point in time. Therefore, a broad perspective is required in order to represent the entire community and make the best decisions.

Our Board functions in a way that allows each member to participate in debate and discussion regarding policy and other agenda items. However, once a decision has been made, individual Board members need to support the collective decision of the Board. Authority of the Board members is vested only when the full Board meets in legal session.

- ◆ **Attendance:** Board meetings are held on the first and third Tuesday of the month, unless otherwise noted. If you are unable to attend a meeting, courtesy requires that you notify the Executive Director's Office.

The Executive Committee of the Board shall be notified of non-attendance by a Board member of four (4) consecutive Board meetings or six (6) Board meetings in a year. The Executive Committee shall meet and determine what action, if any, needs to be taken. If action is warranted, a recommendation will be made to the full Board. If a Board vacancy occurs, the County Board of Commissioners shall be notified of the vacancy

- ◆ **Liability:** The Volunteer Protection Act of 1997 states that government board members are not individually liable for harm caused by their own acts or omissions *if acting within the scope of their volunteer authority*. The Act does not protect against harm caused by willful or criminal misconduct, gross negligence or other such conduct. The Authority is protected from this type of liability through "errors and omissions" insurance coverage.

- ◆ **Per Diem:** Board members are paid a per diem no larger than the highest per diem for members of other county advisory boards set by the County Board of Commissioners and shall be reimbursed for travel expenses for each meeting attended. Per diem is paid on a monthly basis and is automatically paid for Board meeting attendance.

When attending other Committee meetings, Board members need to record this meeting on their Travel Expense form and submit for reimbursement. A Board member shall not receive more than one (1) per diem payment per day regardless of the number of meetings scheduled by the Board for that day.

- ◆ **Travel:** The mileage expense is fixed by the County Board of Commissioners and shall not exceed the mileage reimbursement as determined by the state officers compensation commission.

In order to receive reimbursement for travel, other than for a Board meeting attendance, Board members must record odometer readings on their Travel Expense form and submit to Administration for reimbursement.

## **Continuing Education**

In an effort to keep you abreast of current events within mental health, we provide continuing education through in-house workshops as well as being a member of the Michigan Association of Community Mental Health Boards.

The Michigan Association of Community Mental Health offers three conferences per year as well as a "Boardworks" training program. Boardworks is a continuing education program which has been designed to assist board members in acquiring information and skills to enable them to understand their policy setting role, to make informed decisions, to innovate smarter and to focus their efforts in an efficient manner. You may obtain your certification by attending the Boardworks modules offered at the conference or by reviewing a series of videos by contacting our Board Administration Office.

Board members wishing to attend a conference other than a MACMHB conference or Agency sponsored workshop in which they are seeking reimbursement, must complete a Conference/Training Workshop Request form for Board Chairman approval prior to registering. As with other workshops/conferences per diem and travel are provided with the submittal of the Travel Expense form.

## **Continuing Education**

Should you have any additional questions, please do not hesitate to contact our Executive Director, Debra B. Johnson at (810) 985-8900.