

CHARTER OF THE CHAIR OF THE BOARD

Introduction

1. Alaska Law, Section 37.13.050 requires the board of trustees to elect a chair annually from among its members.
2. The chair may be reelected to office by vote of the membership of the board as above. The board's intention is to allow board members the opportunity to serve in officer roles in support of ongoing board development. To that end, no member may serve more than 2 consecutive terms in the same office except as provided for by a vote of five board members.

Duties and Responsibilities

3. The chair will perform the duties and responsibilities and exercise the powers as specified below:
 - (a) Call all meetings of the board;
 - (b) Preside at the meetings of the board and ensure that such meetings are conducted in an efficient manner and in accordance with AS 44.62.310 and agreed-upon rules of order;
 - (c) Appoint committee chairs and members for standing and ad hoc committees. Standing committees and their chairs will be appointed by the chair after polling the board regarding individual trustee's interest and ability to serve. The board chair may not concurrently serve as chair of any standing committee;
 - (d) Serve as a non-voting ex-officio member of all committees. The chair may be appointed as a voting member of a committee;
 - (e) Coordinate with the chief executive officer (CEO) to ensure board meeting agendas include required matters, and utilize board and staff resources effectively and efficiently;
 - (f) Facilitate effective and open communications between the board and CEO;
 - (g) Serve as the primary spokesperson for the board;
 - (h) Act as one of the official spokespersons for AMHTA, together with the CEO, at the request of the chief communications officer;
 - (i) Review and approve travel and other expenses of the members of the board of trustees;

- (j) Review and approve travel and other expenses of the CEO; and
- (k) Carry out any other duties and responsibilities as assigned by the board.

Review and Amendment of the Charter

4. The board of trustees will review this charter at least once every three years and recommend any amendments to the board for approval as necessary to ensure that the charter remains relevant and appropriate.
5. The board of trustees adopted this charter on October 27, 2017.

CHARTER OF THE VICE CHAIR OF THE BOARD

Introduction

1. The bylaws of the Alaska Mental Health Trust Authority establish the vice chair as an officer of the board.
2. The vice chair is elected annually from among its members.
3. The vice chair may be reelected to office by vote of the membership of the board as above. The board's intention is to allow board members the opportunity to serve in officer roles in support of ongoing board development. To that end, no member may serve more than 2 consecutive terms in the same office except as provided for by a vote of five board members.

Duties and Responsibilities

4. The vice chair will perform the duties and responsibilities and exercise the powers as specified below:
 - (a) Assist in the discharge of the duties of the chair;
 - (b) Assume the duties of the chair when the chair is absent, or when the chair designates the vice chair to act in that capacity;
 - (c) Temporarily act as the chair in the event of death, resignation, removal from office, or permanent disability of the chair, until the election of a new chair;
 - (d) Serve as a member of the executive committee; and
 - (e) Perform other duties and responsibilities as assigned by the board.

Review and Amendment of the Charter

5. The board of trustees will review this charter at least once every three years and make any amendments as necessary to ensure that the charter remains relevant and appropriate.
6. The board of trustees adopted this charter on October 27, 2017.

CHARTER OF THE SECRETARY OF THE BOARD

Introduction

1. The bylaws of the Alaska Mental Health Trust Authority establish the secretary as an officer of the board.
2. The secretary is elected annually from among its members.
3. The secretary may be reelected to office by vote of the membership of the board as above. The board's intention is to allow board members the opportunity to serve in officer roles in support of ongoing board development. To that end, no member may serve more than 2 consecutive terms in the same office except as provided for by a vote of five board members.

Duties and Responsibilities

4. The secretary will perform the duties and responsibilities and exercise the powers as specified below:
 - (a) Assume the duties of the chair when the chair and vice chair are unavailable;
 - (b) Assure that the records of board proceedings are maintained in accordance with applicable law;
 - (c) Approve a list, prepared by staff, of actions taken by motions at each meeting, items referred to committee for review or action, and directions given to staff for follow-up at future meetings;
 - (d) Serve as a member of the executive committee; and
 - (e) Perform other duties and responsibilities as assigned by the board.

Review and Amendment of the Charter

5. The board of trustees will review this charter at least once every three years and make any amendments as necessary to ensure that the charter remains relevant and appropriate.
6. The board of trustees adopted this charter on October 27, 2017.