

# CHARTER OF THE CHIEF EXECUTIVE OFFICER

## Introduction

1. Alaska Law, AS 47.30.026(b), requires the board of trustees of the Alaska Mental Health Trust Authority (AMHTA) to employ a chief executive officer (CEO) and set the minimum salary for that position.
2. The bylaws state that the CEO will be the chief executive officer of the corporation and serve at the pleasure of the board of trustees. They set out, in general terms, the duties of the CEO.

## Duties and Responsibilities

3. The board has approved a position description that is filed with the State of Alaska, incorporated by referenced and attached hereto, that describes the accountabilities, characteristics, and minimum qualifications expected of the CEO.
4. The board has, for greater clarity, established this charter to set out the following specific authorities of the CEO.

## Authorities

5. The CEO is required to report to the board of trustees, at each of the four regularly scheduled meetings per year, on the major program activities and status of the progress against the budget
6. The CEO is responsible for developing and executing a legislative program on an annual basis and timely reporting its progress to the trustees.
7. The board delegates approval authority to the CEO to allocate grants previously approved by the full board but not allocated to a specific grantee up to \$100,000. A summary of all grants approved by the CEO will be provided to both the program and planning committee and to the full board quarterly.
8. The board delegates authority to the CEO to receive consultations on behalf of AMHTA from the Trust Land Office (TLO) as required by law regarding projects with projected total sale revenue below \$250,000, or projected annual total land or mineral lease or easement rental below \$50,000, and to quarterly report such consultations to the board.
9. The board delegates authority to the CEO to approve project specific expenditures by the TLO from the principal, budget reserves or the facility

maintenance account below \$50,000 per approval with a cumulative maximum of \$100,000 per year, and to quarterly report such approvals to the board.

10. The CEO has authority to raise issues to the board at any board or committee meeting.
11. The CEO may delegate duties to staff.
12. The CEO will actively consult with the board and receive their consent to the employment or termination of the following key roles: executive director of mental health policy and programs, executive director of the TLO, and chief financial officer.

## Review and Amendment of the Charter

13. 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.
14. The board of trustees adopted this charter on October 27, 2017.