



Job Description - Mental/Behavioral Health and Addiction Services Committee Chair

Job Description: Chair of the APIC MN Mental/Behavioral Health and Addiction Services (MHAS) Committee

Effective Date: 2023

Approved by: APIC MN Board of Directors

Review/Revise Date: 5/2023

1. General Description

- Complete a conflict-of-interest statement at the time of appointment /election and update this document during the year if there are changes in status
- Submit your contact information and a short bio to the Secretary and Communications Director for the APIC MN Board, Committee Chairs & Appointed Representatives Document and website
- Representatives are asked to be clear in their communication if a statement made/position taken does not represent that of APIC MN, but rather is their personal opinion
- Representatives are asked to not endorse a product or company on behalf of APIC MN, but may express an opinion or comment based on personal experience
- Communicate any questions, concerns or conflicts of interest that arise while serving in this role to the designated board liaison for discussion and/or actions by the APIC MN Board as necessary
- Submit an article for News and Views at least once during the year relative to activities; this will be included in the annual summary report.
- Give a verbal report during chapter business meetings as desired/necessary
- Provide a verbal report at board meetings when requested
- Review, at least annually, the APIC MN website for content pertaining to your role on a committee or on the Board. If you wish to make changes to the website, provide your committee's Board liaison with a copy of these changes.
- Become familiar with APIC MN Policies (see APIC MN website).

2. Committee Description

- a. The MHAS committee serves as a resource and discussion group for facilities that have mental or behavioral health and addiction services. The committee discusses relevant issues and topics that pertain to the MHAS environment. The committee researches best practices and shares outcomes with the group.

3. Specifics of Job



Job Description - Mental/Behavioral Health and Addiction Services Committee Chair

- Responsible to the APIC MN Board of Directors
- Appointed position. Term of appointment is one calendar year
 - Appointments are made on an annual basis and are renewable
 - No term limits
 - The APIC MN board may make changes to appointments at any time
- Qualifications:
 - Must be a current active member of APIC Minnesota
 - Consideration for appointment is given to experience and expertise
- The committee chair will represent the mission, vision, principles and beliefs of APIC MN while serving in the appointed role
- Chair responsibilities
 - Keeps current contact list of active committee members
 - Contacts committee members to update information at least once yearly in the absence of convened meetings
 - Convenes committee as needed: Schedules meeting dates, times, and locations. Creates agendas, minutes, and meeting documents.
 - Identifies other stakeholders to include as ad hoc members dependent on event

4. Committee member responsibilities

- Commit to attending meetings when convened
- Actively participate in discussions and provide expert comment related to recommended practice
- Review and comment on draft documents
- Assist with communication as directed by the committee

5. Liaison Expectations to Committee and Appointed Representatives

The board is to provide vision, guidance, and policy to ensure committees and members representing APIC MN comply with the direction from the board. This is a summary of the Board members role as liaison to the committee(s) and or Appointed Representative they are aligned with.

Mission – to maintain a line of communication between the committee and the board

- Make sure their pursuits are consistent with APIC MN mission and policies
- Verify that you are the contact person with the board
- Communicate with committee chair/appointed representative on a regular basis to keep abreast of projects, priorities and needs.

Share information from board to committee chairs

- Include policies, funding, spending and vision



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Share information from committee with board monthly

- Annually request that the committee chair attend a board meeting and present a brief update (see BOD document: Committee Report to the Board Schedule) to include the committee concerns, needs, help and guidance

Expense Vouchers

- Co-sign expense vouchers that they may have before it goes to treasurer
- Provide guidance on how the Chapter finance methods are maintained: vouchers are a standard method used nationally for bookkeeping purposes and provide a consistent method of tracking expenses and assist in documentation when audits occur
- APIC MN has a history of annual audits to ensure we maintain our non-profit, tax exempt status
- Expenses should be what are budgeted for. If expense is greater than what is budgeted, approval is required by the Board or liaison. If there are minor deviations, board liaison may approve using their discretion. Larger deviations require board approval