

RESPONSIBILITIES OF ADVISORY BOARD MEMBERS

Selection and appointment of Board Members

Members are selected because of their expertise in areas important to the mission of the CSMHA, and/or their leadership in organizations whose interests overlap with those of the Center. The Board strives to have a diverse membership in terms of geographic location of its members as well as ethnicity and culture.

Appointments to the Board are made by the Center's Director in consultation with the Chair of the Advisory Board. There are no term limits to the appointments; Board Members may continue as long as they are willing to participate actively in Board activities.

Prospective members may be invited by the Director to attend the Board meeting, which is held in conjunction with the Annual Meeting, as guests. You are strongly encouraged to accept such an invitation, as attendance at this meeting will better acquaint you with the issues before the CSMHA, introduce you to the Board members and more fully prepare you for your role on the component.

Expectations of Board Members:

Members of the Advisory Board are expected to attend meetings (both in-person and by conference call) and to participate actively. This includes responding to requests, initiating action, reviewing materials, preparing reports, and completing tasks within the time allotted.

Willingness to energetically participate in these activities is vital to the success of the Advisory Board. If a Board member misses two consecutive meetings, the Board Chairperson contacts the Director who may ask the member to resign from the Board unless there are extenuating circumstances that prevent his/her attendance. Similarly, members who are not able to contribute actively may be asked to resign.

The Board will meet twice a year, at the Annual Meeting in the fall, which meets in different locations throughout the U.S., and at an additional time in the Baltimore area. Please be advised that the CSMHA does not reimburse any board member for transportation and hotel costs associated with travel to these meetings.

Members receive the agenda and background material for the upcoming Board meeting and phone or send written comments on issues to the chair or director. They receive minutes of the meetings of the Board and are notified of follow-up actions. In addition they receive the CSMHA Newsletter and periodic updates from the Center.