

**MENTAL HEALTH & RECOVERY
SERVICES BOARD OF LUCAS COUNTY**

Board Member Expectations and Responsibilities

**COQ: IX-A.1; VI-A.2
Effective: 4-1-16
Supersedes: 3-1-14**

POLICY

The Mental Health and Recovery Services Board (MHRSB) of Lucas County has requirements and expectations for members of the MHRSB that are consistent with ORC 340, Ohio Ethics Law (ORC Sections 102 and 2921) and MHRSB policies. The following is a list of requirements and expectations:

I. MHRSB Board Member Requirements

- A. All new MHRSB members will take the Oath of Office in the presence of a Notary Public prior to being seated on the MHRSB.
- B. Each MHRSB member shall receive a copy of the Code of Ethics (ORC Section 102 and 2921) and shall acknowledge receipt of this document with a written statement.
- C. Each MHRSB member shall receive and sign a Conflict of Interest Statement annually
- D. Each MHRSB member shall fulfill the legislative requirement to attend one training per year.
- E. Each MHRSB member shall be given a copy of ORC Chapter 340 and agree to follow its requirements.
- F. Each MHRSB member will serve without compensation, but shall be reimbursed for actual and necessary expenses incurred in the performance of their duties, as defined by rules of the Ohio Mental Health and Addiction Services.

II. MHRSB Board Member Expectations

- A. Each MHRSB member shall agree to uphold the MHRSB policies.
- B. Each MHRSB member shall attend MHRSB meetings or special MHRSB meetings called by the MHRSB Chair and:
 - i. Review monthly information packet containing minutes, committee and staff reports, and other material prior to the meeting.
 - ii. Actively participate and contribute to discussion around board issues.

**MENTAL HEALTH & RECOVERY
SERVICES BOARD OF LUCAS COUNTY**

Board Member Expectations and Responsibilities

**COQ: IX-A.1; VI-A.2
Effective: 4-1-16
Supersedes: 3-1-14**

- C. Each MHR SB member shall participate on at least one MHR SB committee to assist that committee in meeting its responsibilities.
- D. Upon the absence of a member within one year from either four MHR SB meetings or from two MHR SB meetings without prior notice, the MHR SB shall notify the appointing authority, which may vacate the appointment and appoint another person to complete the member's term.

ACCOUNTABILITY

Executive Director

PROCEDURE

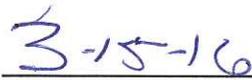
A separate file will be maintained for each MHR SB member that shall include the following items: Signed receipt of each MHR SB member having received copies of the Code of Ethics (ORC Section 102 and 2921), notarized Oath of Office form, signed copy of the Conflict of Interest Statement and acknowledgement that the board member has attended the training required by ORC 340.02.

At least annually, the MHR SB member attendance at MHR SB meetings and other MHR SB committees shall be shared with all MHR SB members. If it is determined that a MHR SB member has missed four board meetings or two board meetings without prior notice, the Executive Director will notify the MHR SB Chair and the appointing authority as required by ORC 340.02.

Approved:



Scott A. Sylak, Executive Director



Date