

Minnesota Association for Children's Mental Health (MACMH)

APPLICATION FOR THE BOARD OF DIRECTORS

Our Mission: To enhance the quality of life of children with emotional or behavioral disorders and their families

What is expected of the MACMH Board members?

Expectations of Board members can be broken down into three categories:

Financial responsibility - Board members are responsible for overseeing all financial functions of the organization and assuring that all legal financial regulations are carried out. Board members are expected to take seriously their responsibility as a Board, working with the organization to ensure that MACMH remains financially strong.

Ambassador - Board members are expected to serve as ambassadors, seeking out opportunities to make public presentations on or testimony to the work of MACMH.

Policy development and planning - Board members are expected to keep current on the work of MACMH, become actively involved in developing plans and creating policy that will help MACMH grow in size and stature as the leading family advocacy organization in the state for children with emotional and behavioral disorders and their families.

Board meetings - Board members are expected to attend at least three meetings per year.

Committee work - Board members are required to spend between one to five hours per month on committee work. All Board members must serve on a minimum of one committee.

We are looking for people who support MACMH's Mission, are family friendly, and are accessible and open to dialogue with all members of MACMH, regardless of age, culture or race. We are also interested in people who are assertive and willing to get involved in the work of MACMH. Visionary and innovative types are welcome. We need people who are committed to improving services for families of children with emotional, behavioral or mental health disorders.

APPLICATION FOR THE BOARD OF DIRECTORS

DIRECTIONS:

Complete the next two pages, use additional paper if needed, attach the pages to the application and send it to the MACMH office. Applications may be mailed or faxed (651) 644-7391.

Mail to: MACMH, Attn: Board Director’s Application, 165 Western Avenue, Suite 2, St. Paul, MN 55102.

NAME: _____

ADDRESS: _____ **CITY, STATE, ZIP:** _____

DAY PHONE: () _____ **EVENING PHONE:** () _____

FAX: () _____ **EMAIL:** _____

Are you the parent, guardian or relative of a child with emotional or behavior disorders?

Yes No

Are you a professional who works with or for children with emotional or behavior disorders?

Yes No

(If yes, give details)

Please indicate any special attributes you have that would enhance the diversity of MACMH’s Board.

Are you currently a member of the Minnesota Association for Children’s Mental Health?

Yes No Unsure

Are you a relative of any member of the current Board of Directors of MACMH?

Yes No Unsure

Please assess your abilities and experience in the following areas:

(Interest and commitment to all these areas are not a requirement.)

	Yes	No	Unknown
1. Ability to engage in fund-raising activities for MACMH			
2. Willingness to engage in fund-raising activities for MACMH			
3. Ability to deal effectively with organizational problem-solving			
4. Ability to develop policy			
5. Ability to influence policy			
6. Ability to:			
a) provide leadership			
b) serve as an ambassador			
c) be a spokesperson for the organization			
7. Energy and enthusiasm for MACMH			
8. Officer potential			

On separate paper cite specific examples of any or all of the above.

Please answer the following questions, you may use a separate piece of paper. Please note the review

criteria included with this application form. You may write or type, but please use no more than two pages.

1. What is your experience in children's mental health issues and why you have chosen to become involved?
2. What is your experience serving on a board of directors?
3. MACMH's mission statement directs the organization to work toward improving the life of children who have emotional or behavior disorders and their families. How could you, if elected to the Board, contribute to help this group of people?
4. Please list any work or volunteer experience you feel would be helpful for the Nominating Committee to know about.
5. Please list the complete addresses for each residence and employer you have had in the past five years.
6. Name three references. Include their address, daytime and evening phone numbers, and fax number and email if they are available.

References can be anyone who knows you in public situations, including family members, pastors, co-workers, etc. Please supply references from at least two of the groups mentioned. References will be asked for information about the list of applicant criteria found in DESCRIPTION OF THE ELECTION PROCESS.

AUTHORIZATION FOR THE RELEASE OF INFORMATION

Please fill out the authorization for release of information and mail it along with the application form.

NAME _____

REGARDING: Application for MACMH Board of Directors

DOB: _____

I hereby give by permission to you to release, and /or allow the review of, the specific information described below to:

Minnesota Association for Children's Mental Health
165 Western Avenue, Suite 2
St. Paul, MN 55102
(651) 644-7333

Specific information to be released or reviewed is: Any and all correspondence, reports, records or other information pertaining to the above referenced individuals(s).

The information will be used for the purpose of a background check.

This consent expires upon completion or termination of the legal representation or legal investigation.

A photocopy of this release shall be as effective as the original.

I understand that my records are protected under the Minnesota Government Data Practices Act, Minnesota Statutes 15.1611-15.1698, and cannot be disclosed without my written consent unless otherwise provided by law. I also understand that I may revoke this consent at any time and that in any event this consent expires automatically as described above.

Signed: _____

Dated: _____

BOARD MEMBER RESPONSIBILITIES

MACMH's Board membership may be made up of up to 20 directors and four officers. The bylaws require that sixty percent or more of these members be related to a child with an emotional or behavior disorder in one of these ways: parent, foster parent, person having a parental relationship, person related by blood, marriage, adoption or law. The Board also has a policy of striving for cultural, racial and geographic diversity.

JOB DESCRIPTIONS include:

Board Member (Director):

- Serve for two full years. Members may serve up to four consecutive terms.
- Attend all full meetings of the Board.
Regular meetings are held quarterly. The schedule, time, and location of meetings will be established at the yearly training retreat.
- Become knowledgeable about the activities and business of MACMH.
- Read and understand the bylaws.
- Carry out all lawful activities necessary for the conduct of MACMH business.
This includes reviewing and approving strategic plans, budgets and working with the Executive Director.
- Assume leadership roles in at least one activity or committee of the Board.
- Represent MACMH in the local and statewide community.
- Attend the Annual Conference, act as an Ambassador, and volunteer to assist in activities such as session facilitator or staffing of the MACMH booth.
- Other duties necessary to maintain the organization.

President:

- All the responsibilities of a member.
- Serve on the Executive Committee.
- Preside at meetings of the Association, the Board and the Executive Committee.
- Convene the Annual Meeting at the Conference.
- Work with the Executive Director to ensure a flow of information to and from the Board.

Vice President:

- All the responsibilities of a member.
- Serve on the Executive Committee.
- Aid the President in the performance of his/her duties.
- Preside at meetings of the Association, the Board and the Executive Committee in the absence of the President.
- Succeed to the presidency until the next regular election in the event that the president is unable to serve out his/her term.

Secretary:

- All the responsibilities of a member.
- Serve on the Executive Committee.
- Responsible for keeping organizational records and ensuring minutes are taken at each meeting and recorded.

Treasurer:

- All the responsibilities of a member.
- Serve on the Executive Committee.
- Work with the Executive Director to oversee the work of the Accountant and report to the Board on the following activities:
 - Retain custody of corporate funds and securities.
 - Keep full and accurate accounts of receipts and disbursements in books belonging to MACMH.
 - Provide an account of all transactions as Treasurer and of the financial condition of the Association to the President and Directors at regular Board meetings and when requested.
 - Serve on the Finance Committee.
 - Reports are usually prepared by the staff, but the Treasurer must ensure that the format and content is consistent with the needs of the Board.

ORIENTATION: An orientation will be held for all new Directors

DESCRIPTION OF ELECTION PROCESS

The election process for Board Members (Directors) for MACMH will be as follows:

1. Application Process
2. References and Background Check
3. Interview (either by phone or in person)

APPLICATION PROCESS

Applications will be reviewed by the Nominations Committee. The Committee will judge each applicant's knowledge, understanding, and involvement in areas critical to MACMH operation. Those areas are:

- Family Support Systems
- Board of Directors Responsibilities
- Membership
- Fundraising
- Other skills judged by MACMH to be important to the organization's development
- Children's Mental Health
- Volunteer Work
- Community Involvement/Development
- Impacting Public Policy

If you have questions about the meaning of any of the above areas, please call for clarification at 651-644-7333 or 1-800-528-4511.

Applicants will be rated based on the information they provide in their application. Knowledge in any area will be awarded up to 3 points. Understanding will be awarded up to 4 points. Involvement in any area will be awarded up to 3 points.

- Knowledge is defined as information about an area gleaned from any source including individual reading and participation in events.
- Understanding is defined as awareness of issues, including feelings, related to an issue or area.
- Involvement is defined as participation in events and activities relating to an area.
- Qualified applicants are those whose applications are rated at least 7 in Family Support Systems and Children's Mental Health and at least on other area.

BACKGROUND CHECK:

REFERENCE CHECK: References will be asked to rate applications on the following criteria:

1. Public image. Relevant issues:
 - Reputation
 - Diplomacy (strong advocate; does not always have to make friends, but has to know when to strongly advocate and when to be diplomatic)
 - Socially Acceptable Behavior
 - Basic Hygiene

2. Ability to function in a policy-making environment. Relevant issues:
 - Meeting and Negotiation Skills
 - Communication Skills
 - Ability to Use Personal Issues as a Means of Furthering Discussion

3. Reliability. Relevant Issues:
 - Comes to Meetings
 - Keeps Commitments
 - Can Accept/Adopt the Organization's Agenda During Term

Please choose references who can comment on these criteria

No points are established for these criteria. Qualified applicants are those judged to have a socially acceptable public image who are able to function in a policy-making environment, and who are reliable.

INTERVIEW: The interview may be completed in a variety of situations. Interviews will be performed by MACMH associates in the local area. The purpose of the interview will be to judge the applicant's public image, his/her involvement in children's mental health issues, and his/her ability to function in the policy-making environment of the Board of Directors.

No points are established for the interview. Qualified applicants are those judged to have a socially acceptable public image and the ability to function in a policy-making environment.

THE NAMES OF ALL CANDIDATES JUDGED TO QUALIFIED WILL BE PLACED ON THE BALLOT. The election will take place by mail. Ballots will be sent to all members of MACMH.

Special thanks to the Federation of Families for allowing us to use the format and information from their Board Nomination packet.