

# Minnesota Association for Children's Mental Health (MACMH)

## APPLICATION FOR THE BOARD OF DIRECTORS

### ORGANIZATION BACKGROUND

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#### **Our Mission**

Promoting positive mental health of all infants, children, adolescents and their families

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

Policy Development and Planning – Board members are expected to keep current on the work of MACMH, become actively involved in developing plans and creating policies that will help MACMH grow in size and stature as the leading mental health family advocacy organization in the State for infants, children, adolescents and their families.

Fiscal 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.

Organizational Development and Planning – Board members are required to attend board meetings and participate on board committees. Board meetings are held 5-6 times per year and typically last 2 hours. Board members are expected to attend at least 75% of the meetings per year; teleconferencing options are available for those unable to travel to the meeting site. Board members are required to spend 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. Visionaries and innovative thinkers are welcome. We need people who are committed to improving services for families of children with mental health disorders.***

## APPLICATION FOR THE BOARD OF DIRECTORS

**DIRECTIONS:** Complete this application and forward it to the MACMH office.

**MAIL:** MACMH; Application for the Board; 165 Western Ave N Ste 2; St. Paul, MN 55102.

**EMAIL:** [dsaxhaug@macmh.org](mailto:dsaxhaug@macmh.org)

**FAX:** 651-644-7391

NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DAY PHONE: \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Are you the parent, guardian or relative of a child with a mental health disorder? **Yes No**

Are you a professional who works with or for children with mental health disorders? **Yes No**  
(If yes, give details)

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 in each area is not required.)

|  | YES | NO | UNSURE |
|--|-----|----|--------|
| <b>Ability and willingness to engage in fund-raising activities for MACMH.</b><br>Examples include contacting donors by phone, letter, and email.              |     |    |        |
| <b>Ability to deal effectively with organizational problem-solving.</b><br>Examples include working with diverse opinions amongst Board and staff members.     |     |    |        |
| <b>Ability and willingness to provide leadership to MACMH.</b><br>Examples include serving as an officer, committee chair, or point-person for a project.      |     |    |        |
| <b>Ability and willingness to influence public policy.</b> Examples include contacting legislators and policy makers in person or by phone, letter, and email. |     |    |        |
| <b>Ability and willingness to serve as an ambassador for MACMH.</b><br>Examples include attending the annual conference and other conferences/meetings.        |     |    |        |
| <b>Ability and willingness to devote time to MACMH.</b><br>Time commitments vary by time of the year, but average to 1-5 hours per month.                      |     |    |        |
| <b>Cite specific examples of any or all of the above.</b>  |     |    |        |
|  |     |    |        |



**Minnesota Association for Children’s Mental Health (MACMH)**

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**AUTHORIZATION FOR THE RELEASE OF INFORMATION**

*Please fill out the Authorization for Release of Information and mail it with the application.*

**NAME:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_

**REGARDING:** Application for MACMH Board of Directors

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 twenty (20) directors and four (4) officers. The bylaws require that sixty percent (60%) 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 4-5 times each year.
- 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 if 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.
  - Reports are prepared by the staff and reviewed by the Treasurer.

## **ORIENTATION**

An orientation will be held for all new Directors

# **Minnesota Association for Children's Mental Health (MACMH)**

## **APPLICATION FOR THE BOARD OF DIRECTORS**

### **DESCRIPTION OF ELECTION PROCESS**

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

1. Candidate completes and submits application.
2. Nominating committee
  - a. reviews application
  - b. contacts references
  - c. conducts background check.
3. Nominating committee conducts interview (by phone or in person)
4. Based on above, the nominating committee will select a slate of nominees for presentation to the MACMH Board for election. The Committee will judge each applicant's knowledge, understanding, and involvement in areas critical to MACMH operation. Those areas are:
  - a. Family Support Systems
  - b. Children's Mental Health
  - c. Board of Directors Responsibilities
  - d. Volunteer Work
  - e. Membership
  - f. Community Involvement/Development
  - g. Fundraising
  - h. Impacting Public Policy
  - i. Other skills judged by the Committee to be important to the organization's development
5. MACMH Board reviews and votes on nominating committee's recommendations.

If you have questions about the application or the process, please call for clarification:  
651-644-7333 or 800-528-4511.

# Minnesota Association for Children's Mental Health (MACMH)

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### REFERENCE CHECK

References will be asked to rate applications on the following criteria: *Please choose references who can comment on these criteria*

#### 1. **Public Image**

*Relevant Issues: Reputation, Diplomacy (a strong advocate; does not always have to make friends, but knows 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*

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 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.

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