

San Luis Valley Behavioral Health Group

Member of the Board of Directors

Board Secretary

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of the San Luis Valley Behavioral Health Group to support the organization's mission and values.

Vision: To Improve the quality of life for the residents of the San Luis Valley.

Mission: To provide access to quality behavioral health services that enrich lives and promote wellness. We are driven by a profound respect for human dignity and a desire to serve the underrepresented, the disenfranchised, and those who experience behavioral distress.

Values: see attached Values Statement

Position Overview:

The Board Secretary is responsible for ensuring the integrity of the board's documentation and record-keeping. This role involves maintaining accurate minutes of board meetings, overseeing the organization's records, and ensuring compliance with statutory requirements. The Secretary works closely with the Board Chair, Chief Executive Officer, and other board members to support the organization's governance and administrative functions.

Key Responsibilities:

1. Meeting Documentation:

- Ensure the accurate recording of board meeting minutes, including decisions, action items, and key discussions.
- Ensure the distribution of meeting minutes to board members in a timely manner.
- Ensure the organization maintains records of attendance at board meetings.

2. Record-Keeping:

- Ensure the organization's records are maintained and updated, including bylaws, policies, and board resolutions.
- Manage the board's official documentation and ensure it is securely stored and accessible when needed.

3. Compliance:

- Ensure the board complies with all legal and regulatory requirements, including filing annual reports and maintaining corporate records.
- Monitor changes in relevant legislation and the regulatory environment and take appropriate action.

4. **Board Support:**
 - Ensure board members have the necessary information and resources to fulfill their roles.
5. **Communication:**
 - Facilitate communication among board members.
6. **Board Development:**
 - Assist in onboarding new board members, ensuring they receive the necessary orientation and training.
 - Maintain an up-to-date board member directory and records of board member terms and roles.
7. **Governance:**
 - Support the board in maintaining effective governance practices.
 - Ensure the board's actions are documented and aligned with the organization's bylaws and policies.

Qualifications:

- Excellent analytical, organizational, and communication skills.
- Proficiency in using financial software and tools.
- Commitment to the organization's mission and values.

Meeting and Time Commitment:

- The Secretary is expected to dedicate significant time to board duties, including attending regular board meetings, committee meetings, and organizational events.
Meetings and time commitment:
- The Board of Directors meets monthly on the last Tuesday of the month, at 5:00 pm, at the Alamosa San Luis Valley Behavioral Health Group location, with an option to join the meeting remotely via Zoom. Meetings typically last 2-4 hours.
- Committees of the board meet an average of four to six times per year, pending their respective work agenda.
- Board members are asked to attend several special events per year as they are determined. CBHC Conference, Board Appreciation Christmas Dinner, Employee Recognition Luncheon, Annual Strategic Plan Retreat, and Health Colorado Retreat.
(Note: board presence may be requested at other impromptu community events or meetings. For example, an open house.)

Expectations of Board Members:

- Attend and participate in meetings in accordance with the bylaws
- Attend special events
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.

- Be alert to community concerns that can be addressed by the San Luis Valley Behavioral Health Group mission, objectives, and programs.
- Help communicate and promote the San Luis Valley Behavioral Health Group mission and programs to the community.
- Become knowledgeable about the San Luis Valley Behavioral Health Group programs, finances, budget, and financial/resource needs.
- Become familiar with the policies and procedures of the San Luis Valley Behavioral Health Group.

Compensation:

Directors shall not receive compensation for their services as such, although the reasonable expenses of directors of attendance at board meetings may be paid or reimbursed by the Corporation. Directors will be given a \$45 monthly stipend to be used towards meeting expenses.

Term Limits:

The term of office for the Secretary is one year, with a two-term limit. Officer elections occur yearly at the end of the fiscal year.

I understand the roles and responsibilities outlined in the job description that was provided to me.

Board Member Signature

Date

Board President Signature

Date