

Mental Health & Recovery Board of Erie and Ottawa Counties

Procedure for Board Membership Recruitment, Application, Roster and Vacancies

Recruitment

1. Efforts to inform the public about volunteer opportunities to serve as a board member of the Mental Health and Recovery Board of Erie and Ottawa Counties are important and occur in a variety of methods, which include but are not limited to the following:
 - a. Information-sharing in conjunction with presentations to community and civic organizations
 - b. Notices of opportunities and/or vacancies in the local newspapers, the *Symphony* newsletter, board brochures, website, posted flyers
 - c. Direct mailings
2. Prospective applicants may complete the Board Membership Contact Form or contact the board office and provide the same information. Upon receipt, the Executive Director will contact the prospective applicant within seven business days to conduct a pre-application interview. This is designed to gather additional information necessary to determine whether the prospective applicant meets the requirements of board membership, which open or prospective seat(s) is applicable and which application to complete. It also allows the prospective applicant to ask questions and for the E.D. to provide additional information about the board and the role and commitment of board members.
3. Interested applicants are provided with a packet that includes information on the MHRB as well as information on the application process. The content of the packet is standardized, and is reviewed and updated as appropriate, on no less than an annual basis.
4. There are occasions where a prospective board member who wishes to be appointed completes and submits an application directly. In this event, the applicant would be provided with the introductory packet of information described under #3 and the application would be processed per the procedure outlined below.

Application

1. Upon receipt of an application for Board appointment or reappointment, staff will review for completeness.
2. Applications will be submitted as applicable to the relevant appointing authority according to the respective procedure. If there are no immediate vacancies, applicants will be contacted upon a vacancy to ensure their continuing interest prior to submission to the appropriate appointing authority.
3. Copies of all appointment applications will be maintained at the board office, including information on the dates received and submitted.

Roster and Attendance

1. Staff will maintain a current roster of all Board members.
2. Attendance at all board meetings, regular and special, will be maintained and included in the monthly board packet. Per O.R.C. 340.02, the respective appointing authority will be notified if a board member is absent from either four board meetings per year or from two board meetings per year without prior notice.
3. Staff will document the attendance of board members for at least one in-service training session provided or approved by Ohio MHAS. If Board members elect to attend an approved training other than that coordinated and provided by the Erie-Ottawa MHRB, then documentation of attendance must be submitted consistent with the *Procedure for Board Member Training*.

Vacancies

1. Staff shall ensure that the same application process is followed for vacancies occurring from expired or unexpired terms as is the case for the original appointment.
2. Staff shall notify the appropriate appointing authority by certified mail when a vacancy occurs. Recruitment of prospective board members and submission of applications to fill vacancies shall occur in a timely manner.

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