

CHARTER OF THE BOARD OF TRUSTEES

Introduction

1. The State of Alaska, under AS 44.25.210, has established the Alaska Mental Health Trust Authority (“AMHTA”) to ensure an integrated comprehensive mental health program and administer the trust established under the Alaska Mental Health Enabling Act of 1956. AMHTA is governed by a Board of Trustees (“Board”) and the Board’s membership, duties and authority are defined in AS 44.25, and AS 37.14.
2. The board of trustees consists of seven members appointed by the governor and confirmed by the Legislature. Trustees are appointed based on their ability in financial management and investment, land management, or in services for the beneficiaries of the trust. The governor will consider a list of persons prepared by a panel as outlined in AS 44.25.210.
3. This document is intended to interpret and implement the statutory provisions that created the board of trustees.

Role

4. The role of the Board is to advance the mission of AMHTA by working to:
 - (a) Provide for sound governance and fiduciary oversight and direction in achieving AMHTA’s mission;
 - (b) Assist with an integrated, comprehensive mental health program for the State of Alaska in partnership with Department of Health and the Department of Family and Community Services;
 - (c) Preserve and protect the trust corpus while maximizing income now and in the future;
 - (d) Manage AMHTA’s principal and assets;
 - (e) Invest income and use assets to fulfill AMHTA’s purpose; and
 - (f) Administer AMHTA assets and mental health trust income account.

Authority

5. The board of trustees has authority to:
 - (a) Select, hire, supervise and provide direction and oversight of the chief executive officer (“CEO”);
 - (b) Retain independent counsel on behalf of AMHTA;
 - (c) Solicit and receive gifts, bequests, and contributions;
 - (d) Approve annual budgets and monitor budget performance;
 - (e) Establish management principles for AMHTA;
 - (f) Adopt and amend bylaws governing Board meetings, selection of officers, proceedings, and other aspects of Board procedure;
 - (g) Insure and indemnify and protect the board, the Board members, agents, and AMHTA employees against financial loss and expense while acting within the course and scope of their appointments or employment; and
 - (h) Provide for approval of grants as outlined in 20 AAC 40.010 – 40.990.

Duties and Responsibilities

GOVERNANCE

6. The Board will carry out the following responsibilities with the assistance of the CEO, CFO, COO, ED of the TLO, staff and others as required by the Board.
7. The Board will establish charters setting out the duties and responsibilities of:
 - (a) board of trustees;
 - (b) chair, vice chair, and secretary;
 - (c) executive committee;

- (d) finance committee;
 - (e) audit and risk committee;
 - (f) resource management committee;
 - (g) program and planning committee; and
 - (h) Chief Executive Officer.
8. The Board will establish governance policies and procedures as necessary, including By-Laws, to effectively operate AMHTA. The Board will implement, with the assistance of the CEO and staff, a governance manual (“Governance Manual”) that will contain the Board’s By-Laws, Charters, and all other Board adopted policies and procedures.
 9. The Board will develop and approve the job description of the CEO.
 10. The board will clearly define Board and CEO roles and accountabilities for carrying out functions required to meet the needs of beneficiaries.
 11. The Board will approve memorandum of agreements (“MOA” or MOAs’)) with Department of Natural Resources, Alaska Permanent Fund Corporation, and advisory boards as defined in statute and the settlement agreement.
 12. The Board, with the assistance of the CEO and staff, will establish a Board development program to build skills of trustees. The Board Development Program will include policies that enhance trustee recruitment, retention and training.

BENEFICIARY IMPACT

13. AMHTA’s sole purpose is to manage its assets (financial, political, human, etc.) to make a positive difference in the lives of beneficiaries through an integrated, comprehensive mental health program for the state of Alaska. To that end, the board will:
 - (a) Maintain awareness of the needs of beneficiaries;
 - (b) Invest in programs that effectively target beneficiary needs, current, future, and preventive; and

(c) Measure the impact of investments to benefit beneficiaries.

14. The board will define a mission to focus the organization and align stakeholders.

15. The board will define a clear set of guiding principles.

ASSET MANAGEMENT

In managing and investing AMHTA assets, the Board shall comply with AS 37.10.071, statutory and regulatory requirements and the Alaska Mental Health Enabling Act, P.L. 84-830, 70 Stat. 709 (1965).

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16. The Board shall contract with the Alaska Permanent Fund Corporation (“APFC”) for management of the mental health trust fund [AS 37.14.009]. The Board will meet with APFC leadership on an annual basis to review results, forecasts, and issues that could affect future returns.

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17. The Board will approve an asset management policy statement (“AMPS”), including the board’s overall asset management philosophy, to provide effective management, investment, and growth of AMHTA assets.

18. In consultation with the chief financial officer, the Board will establish a framework or process for managing investment risks related to AMHTA assets.

19. The Board will approve the long term or strategic asset allocation for AMHTA.

20. The Board shall provide for the management of non-cash assets (Trust Land and Commercial Real Estate) through coordination with the Trust Land Office (“TLO”) or other advisors approved by the Board.

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21. The Board will require the TLO to establish strategic plans for land stewardship, program related investment, and maximizing revenue from AMHTA’s land and resources, and establish criteria and goals for investments in income producing real estate.

FINANCE, AUDIT AND RISK MANAGEMENT

22. The Board will provide appropriate financial and operational controls and procedures to safeguard assets, ensure adequate financial resources, and provide effective financial oversight and risk management.

23. The Board will require audits of the controls and procedures from time to time by an independent external auditor in order to demonstrate that the assets are properly accounted for, and that the investments are in accordance with applicable laws and regulations.

24. The Board will require the preparation of annual financial statements of AMHTA and that these statements are audited by an independent external auditor. It will approve the annual financial statements and audit report.

OPERATIONS AND HUMAN RESOURCES

25. The Board will establish a Personnel Policy with the assistance of staff for the effective management of AMHTA,

26. The Board will employ a CEO, set performance targets in writing for the CEO at the beginning of each year, and review and evaluate in writing the CEO's performance in carrying out policies, procedures, and directions of the Board annually before the CEO's merit anniversary date. The CEO shall report to the Board on the progress of all assigned tasks on a regular basis.

27. The CEO serves at the pleasure of the Board and the Board may terminate the CEO with or without cause.

28. The Board will ensure that AMHTA establishes a strategic plan for the Trust.

BRAND, COMMUNICATIONS AND OUTREACH

29. Working in conjunction with the CEO, the Board will develop a communications policy to guide how the Board and individual trustees should communicate with stakeholders including but not limited to:

- (a) AMHTA staff;
- (b) State departments and departments heads;
- (c) the Legislature;
- (d) beneficiaries and beneficiary organizations;
- (e) statutory advisory boards;
- (f) service providers;

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- (g) prospective partners;
 - (h) municipal governments, native corporations, tribes;
 - (i) media;
 - (j) funding partners;
 - (k) other external parties; and
 - (l) the general public.
30. The Board, with the assistance of the CCO and staff, will develop a comprehensive communications plan.
31. The Board will require a comprehensive communications plan addresses policy for handling media requests and responding to published media or requests for interview or comment.

MONITORING AND REPORTING

32. The Board, with the assistance of the CEO, TLO ED and staff, will develop a monitoring and reporting policy which sets out the Board's requirements regarding reports the Board will receive on a regular basis in order to meet its responsibility for the oversight of the AMHTA.
33. The Board will annually submit to the governor and the Legislative Budget and Audit Committee by September 15 a budget for the next fiscal year, as referenced in AS 44.25.270.

BOARD MEETING PRACTICES

34. The Board will hold at least four regular board meetings each fiscal year. Committees will meet as necessary to accomplish their responsibilities or as required in the committee charters.
35. Special meetings of the Board may be held at such time and place as the chair may order; or upon the written request of any four trustees to the chair.
36. The Board will be supported by staff as the Board requires. The Board may invite other professionals to attend meetings and provide pertinent information as the Board deems necessary.

37. Reasonable public notice of Board and committee meetings shall be provided in accordance with AS 44.62.310. Meetings of the Board and its committees are subject to the Open Meetings Act, AS 44.62.310 and 44.62.312.

38. A quorum at all Board meetings shall consist of four Board members, AS 44.25.210(d). A quorum at committee meetings is a majority of committee members.

39. No member of the board may designate a proxy.

Review and Amendment of the Charter

40. The Executive Committee will review this charter at least once every three years and recommend any amendments to the board for approval as necessary to ensure that the charter remains relevant and appropriate.

41. This charter may be amended at any meeting of the full board.

42. The Board adopted this charter on October 27, 2017 and amended it on _____.

CHARTER OF THE CHAIR OF THE BOARD

Introduction

1. AS 44.25.230 requires the Board to elect a chair annually from among its members.
2. The chair may be re-elected to office by vote of the membership of the Board as above. The Board's intention is to allow Board members the opportunity to serve in officer roles in support of ongoing Board development. To that end, no member may serve more than 2 consecutive full terms in the same office except as provided for by the affirmative vote of five Board members.

Duties and Responsibilities

3. The chair will perform the duties and responsibilities and exercise the powers as specified below:
 - (a) Call all meetings of the Board;
 - (b) Preside at the meetings of the Board and ensure that such meetings are conducted in an efficient manner and in accordance with AS 44.62.310 and agreed-upon rules of order;
 - (c) Appoint standing committee chairs and members to ad hoc committees after polling each Trustee on their willingness to serve. Standing committee members shall be appointed by the standing committee chair after the standing committee chair polls each Trustee on committee preference. Committee Chairs shall be responsible to ensure that minutes are taken of each Committee meeting. The Board chair may not concurrently serve as chair of any standing committee, except the Executive Committee;
 - (d) With the exception of the Executive Committee which the Board Chair serves and acts as a voting member and chair, serve as a non-voting ex-officio member of all other committees;
 - (e) Coordinate with the chief executive officer (CEO) to ensure board meeting agendas include required matters, and utilize board and staff resources effectively and efficiently;

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- (f) Facilitate effective and open communications between the board and CEO and coordinate board member requests for information; however, all committee chairs shall have direct communication with the CEO, CFO, COO, CCO, and TLO ED as needed to complete committee work as outlined in each committee's charter;
- (g) Serve as the primary spokesperson for the board with regard to actions taken by the Board;
- (h) Act as one of the official spokespersons for AMHTA, together with the CEO and others as directed by the Board. [The Chair of the Board shall have the authority to designate another Trustee to act as the official spokesperson for AMHTA in the Chair's discretion;](#)
- (i) Review and approve travel and other expenses of the members of the Board and CEO in conformity with a Board approved travel policy or in the absence of a Board approved travel policy, then in conformity with the State's current travel policy; and
- (j) Carry out any other duties and responsibilities as assigned by the Board.

Review and Amendment of the Charter

4. The Executive Committee will review this charter at least once every three years and recommend any amendments to the board for approval.
5. This charter may be amended at any meeting of the full board.
6. The Board adopted this charter on October 27, 2017 and amended it on _____.

CHARTER OF THE VICE CHAIR OF THE BOARD

Introduction

1. The By-laws of AMHTA establish the vice-chair as an officer of the Board.
2. The vice-chair is elected annually from among its members.
3. The vice-chair may be re-elected to office by vote of the membership of the Board as above. The Board's intention is to allow Board members the opportunity to serve in officer roles in support of ongoing Board development. To that end, no member may serve more than 2 consecutive full terms in the same office except as provided for by the affirmative vote of five Board members.

Duties and Responsibilities

4. The vice-chair will perform the duties and responsibilities and exercise the powers as specified below:
 - (a) Assist in the discharge of the duties of the chair;
 - (b) Assume the duties of the chair when the chair is absent, or when the chair designates the vice-chair to act in that capacity;
 - (c) Temporarily act as the chair in the event of death, resignation, removal from office, or permanent disability of the chair, until the election of a new chair;
 - (d) Serve as a member of the executive committee;
 - (e) Act as one of the official spokespersons for AMHTA when the Chair is unavailable; and
 - (f) Perform other duties and responsibilities as assigned by the Board.

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Review and Amendment of the Charter

5. The Executive Committee will review this charter at least once every three years and recommend any amendments to the board for approval.

6. This charter may be amended at any meeting of the full board.
7. The Board of trustees adopted this charter on October 27, 2017 and amended it on _____.

CHARTER OF THE SECRETARY OF THE BOARD

Introduction

1. The By-laws of AMHTA establish the secretary as an officer of the Board.
2. The secretary is elected annually from among its members.
3. The secretary may be re-elected to office by vote of the membership of the Board as above. The Board's intention is to allow Board members the opportunity to serve in officer roles in support of ongoing Board development. To that end, no member may serve more than 2 consecutive full terms in the same office except as provided for by the affirmative vote of five Board members.

Duties and Responsibilities

4. The secretary will perform the duties and responsibilities and exercise the powers as specified below:
 - (a) Assume the duties of the chair when the chair and vice-chair are unavailable;
 - (b) Ensure that the records of board proceedings are maintained in accordance with applicable law;
 - (c) Serve as a member of the executive committee; and
 - (d) Perform other duties and responsibilities as assigned by the Board.

Review and Amendment of the Charter

5. The Executive Committee will review this charter at least once every three years and recommend any amendments to the board for approval.
6. This charter may be amended at any meeting of the full board.
7. The Board adopted this charter on October 27, 2017 and amended it on _____.

CHARTER OF THE EXECUTIVE COMMITTEE

Introduction

1. The AMHTA Board has established an executive committee (“Committee”).
2. The Board has established this charter which sets out the duties and responsibilities of the Committee.

Role

3. The role of the Committee is to complete the following activities with the assistance of the CEO, staff and others as the Board deems necessary:
 - (a) Develop and implementation policies and procedures for governing the AMHTA;
and
 - (b) Promptly review emergency grant requests as required by 20 AAC 40.260(f).

Authorities

4. The Committee will have the authority to conduct any review and take action appropriate to fulfill its responsibilities.
5. The Committee chair will have direct access to the CEO, CFO, COO, CCO, TLO ED, legal counsel, as well as all advisors, consultants, and asset managers of AMHTA.

Operating Procedures

6. The Committee will consist of three board officers: the chair, vice chair, and secretary.
7. The Board chair will act as the chair of the Committee.
8. The Committee will meet at the call of the chair. The Committee chair will prepare and/or approve an agenda in advance of each meeting.

9. The Committee will be supported by staff as required by the Committee. The Committee may invite other professionals to attend meetings and provide pertinent information as deemed necessary.
10. Reasonable public notice Committee meetings shall be provided in accordance with AS 44.62.310. Meetings of the Committee are subject to the Open Meetings Act, AS 44.62.310 and 44.62.312.
11. Minutes of Committee meetings will be taken, and reports of committee actions and meetings will be made to the Board.
12. The Committee may provide a public comment period at its meetings.

Duties and Responsibilities

GOVERNANCE

13. The Committee will carry out the following responsibilities with the assistance of the CEO, CFO, COO, ED of the TLO, Staff and others as required by the Committee. The staff, unless specifically noted otherwise, will provide support for the development of deliverables, policies or other work products described in the charter.
 - (a) Conduct a governance review of AMHTA's By-Laws and charters and recommend any amendments to the Board for approval;
 - (b) Oversee the creation and timely updating of the Governance Manual; and
 - (c) Perform other duties and responsibilities assigned by the Board.

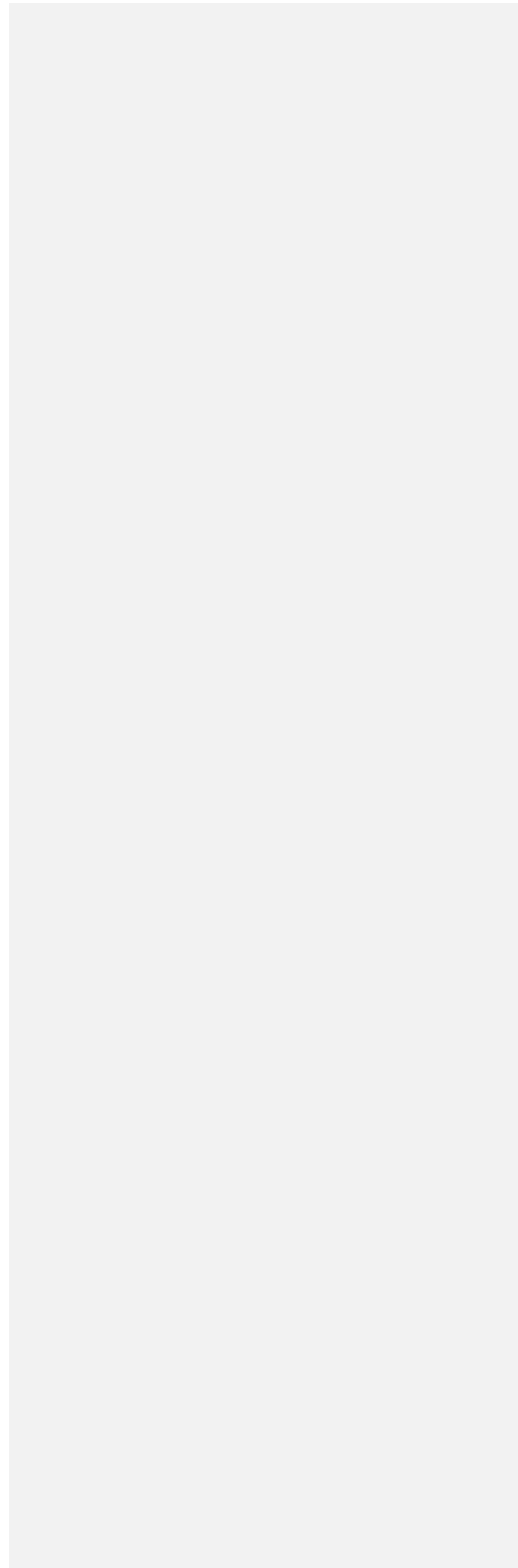
GRANT APPROVAL

14. The Committee will promptly review emergency grant requests as required by 20 AAC 40.260(f).

Review and Amendment of the Charter

15. The Committee will review this charter at least once every three years and recommend any amendments to the board for approval.
16. This charter may be amended at any meeting of the full board.

17. The board of trustees adopted this charter on October 27, 2017 and amended it on _____.



CHARTER OF THE FINANCE COMMITTEE

Introduction

1. The AMHTA Board has established a finance committee (“Committee”) to assist the Board in the financial oversight of and strategic financial planning for AMHTA.
2. The Board has established this charter which sets out the duties and responsibilities of the Committee.

Role

3. The role of the Committee is to complete the following activities with the assistance of the CEO, CFO, TLO ED, staff, and others as deemed necessary by the Committee:
 - (a) Develop or recommend investment and financial management policies for approval by the Board;
 - (b) Oversee the implementation of approved investment and financial management policies on behalf of the Board in accordance with AMHTA statutes and regulations and the Committee charter;
 - (c) Monitor budget status and investment performance on an ongoing basis;
 - (d) Advise the Board regarding improving effectiveness and efficiency of financial management activities;
 - (e) Review AMHTA’s MOA with the Alaska Permanent Fund Corporation at least every 3 years and recommend reaffirmation or revisions for approval to the Board;
 - (f) Review AMHTA’s MOA with the Department of Revenue at least every 3 years and recommend reaffirmation or revisions for approval to the Board; and
 - (g) Provide the Committee’s written input and feedback to the CEO in support of the annual performance evaluation of the chief financial officer.

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Authorities

4. The committee will have the authority to conduct any review and take any action appropriate to fulfill its responsibilities.
5. The Committee chair shall have direct access and may communicate directly with the CEO, CFO, COO, CCO, TLO ED, legal counsel, advisors, consultants and asset managers.

Operating Procedures

6. The Committee will consist of three Board members. [The Committee Chair shall keep the Board Chair informed of all important issues or major developments taking place at the committee level.](#)
7. The Committee will meet at least four times annually, or more frequently by call of the Committee chair. The Committee chair will prepare and/or approve an agenda in advance of each meeting.
8. The Committee will be supported by staff as required by the Committee. The Committee may invite other professionals as it deems necessary, to attend meetings and provide pertinent information.
9. Reasonable public notice of Committee meetings shall be provided in accordance with AS 44.62.310. Committee meetings are subject to the Open Meetings Act, AS 44.62.310 and 44.62.312.
10. Minutes of Committee meetings will be taken, and reports of committee actions and meetings will be made to the Board.
11. The Committee may provide a public comment period at its meetings.

Duties and Responsibilities

FINANCIAL MANAGEMENT

12. The Committee will carry out the following responsibilities with respect to the financial oversight of AMHTA with the assistance of the CEO, CFO, COO, TLO ED, staff and others as required by the Committee:
 - (a) Develop policies and procedures for investment and financial management;

- (b) Oversee and advise the Board on the implementation of approved investment and financial management policies, including the Asset Management Policy Statement;
- (c) Review agency budgets for the Trust Authority Office and the Trust Land Office and then forward a recommended budget to the Board for approval;
- (d) Review the allocation of principal and income established in 20 AAC 40.610 and AS 37.14.031(d); and
- (e) Review and make recommendations to the full board concerning requests for funds from the Trust Land Office for resource projects and commercial real estate investments.

Review and Amendment of the Charter

13. The Executive Committee will review this charter at least once every three years and recommend any amendments to the board for approval.
14. This charter may be amended at any meeting of the full board.
15. The board of trustees adopted this charter on October 27, 2017 and amended it on _____.

CHARTER OF THE AUDIT AND RISK COMMITTEE

Introduction

1. The AMHTA Board has established an audit and risk committee (“Committee”) to assist the Board in managing the annual financial audit process and identifying and addressing organizational risk.
2. The Board has established this charter which sets out the duties and responsibilities of the Committee.

Role

3. The role of the Committee is to complete the following activities with the assistance of the CEO, CFO, TLO ED, staff, and others as deemed necessary by the Committee:
 - (a) Develop policies and procedures for managing the annual financial audit process;
 - (b) Analysis of organizational risk in the areas of finance, human capital, operations, technology, reputation, physical, governance, and management and to address identified risk;
 - (c) Annually review the organization’s risk management plan and make recommendations to the Board for modifications;
 - (d) Review the integrity of the financial reporting process and the system of internal controls and procedures regarding finance, accounting, and legal compliance and make recommendations to the Board for modifications;
 - (e) Review the performance and independence of the AMHTA's external auditors for compliance with generally accepted accounting standards;
 - (f) Develop a line of communication among external auditors, the Committee, CEO, CFO, and the board; and
 - (g) Provide the committee’s written input and feedback to the CEO in support of the annual performance evaluation of the CFO.

Authorities

4. The committee will have the authority to conduct any review and take action appropriate to fulfilling its responsibilities.
5. The Committee chair shall have direct access and may communicate directly with the CEO, CFO, COO, CCO, TLO ED, legal counsel, advisors, consultants, external auditors, and asset managers.

Operating Procedures

The committee will consist of three Board members. [The Committee Chair shall keep the Board Chair informed of all important issues or major developments taking place at the committee level.](#)

6. The Committee will meet as needed to oversee the audit process. The Committee chair will prepare and/or approve an agenda in advance of each meeting.
7. The Committee will be supported by staff as required by the Committee. The Committee may invite auditors or other professionals as it deems necessary to attend meetings and provide pertinent information.
8. Reasonable public notice of Committee meetings shall be provided in accordance with AS 44.62.310. Meetings of the Committee are subject to the Open Meetings Act, AS 44.62.310 and 44.62.312.
9. Minutes of Committee meetings will be taken, and reports of Committee actions and meetings will be made to the Board.
10. The Committee may provide a public comment period at its meetings.

Duties and Responsibilities

INTERNAL CONTROLS

11. The committee will carry out the following responsibilities with respect to AMHTA's internal controls with the assistance of the CEO, CFO, COO, TLO ED, staff and others as required by the Committee:
 - (a) Develop and implement audit and risk management policies and procedures with appropriate controls;

- (b) Oversee the annual independent audit process, including engaging the independent auditor and receiving all reports and management letters from the auditor;
- (c) Review the annual audited financial statements prior to filing or distribution of the final report. This review should include discussion with management and external auditors of significant issues regarding accounting principles, practices, and judgments;
- (d) Recommend acceptance of the audit to the full Board;
- (e) In consultation with the CEO, CFO, TLO ED, and the auditors, consider the integrity of the financial reporting processes and controls; discuss significant financial risk exposures and the steps management has taken to monitor, control, and report such exposures; and review significant findings prepared by the external auditors and the chief financial officer together with management's responses;
- (f) Advise the Board of any significant changes to applicable accounting principles and any items required to be communicated by the auditors;
- (g) In coordination with the CEO and AMHTA's counsel, ensure the board is aware of any legal matters that could have a significant impact on AMHTA's financial statements, AMHTA's compliance with applicable laws and regulations, and any inquiries received from regulators or governmental agencies;

EXTERNAL AUDIT

12. The committee will have the following responsibilities with respect to the AMHTA's annual external auditors with the assistance of the CEO, CFO, COO, TLO ED, staff and others as required by the Committee:
 - (a) Review the external auditors' audit plans;
 - (b) Consider the external auditors' judgments about the quality and appropriateness of the AMHTA's accounting principles as applied in its financial reporting;
 - (c) Discuss with management and the external auditors the quality of the

accounting principles and underlying estimates used in the preparation of the Trust's financial statements;

- (d) Discuss with the external auditors the clarity of the financial disclosure practices used or proposed by the AMHTA;
- (e) Review the performance and independence of the auditors and periodically recommend to the Board the appointment of external auditors or approve any discharge of auditors when circumstances warrant; and
- (f) Require external auditors to disclose all significant relationships the auditors have with AMHTA that could impair the auditors' independence.

Review and Amendment of the Charter

- 13. The Executive Committee will review this charter at least once every three years and recommend any amendments to the board for.
- 14. This charter may be amended at any meeting of the full Board.
- 15. The board of trustees adopted this charter on October 27, 2017 and amended it on _____.

CHARTER OF THE RESOURCE MANAGEMENT COMMITTEE

Introduction

1. The Board has established a resource management committee ("Committee") to assist the Board in advising the Trust Land Office (TLO) on managing AMHTA's land, commercial real estate and natural resources ("Non-Cash Assets").
2. The Board has established this charter which sets out the duties and responsibilities of the Committee.

Role

3. The role of the Committee is to complete the following activities with the assistance of the CEO, CFO, COO, TLO ED, staff, and others as deemed necessary by the Committee:
 - (a) Develop of policies and procedures for protecting, enhancing, and managing AMHTA's Non-cash Assets in the best interests of the beneficiaries for approval by the Board;
 - (b) Review the goals and objectives of the Trust Land Office with the assistance of the CEO, TLO ED, and staff as the Committee deems necessary and recommend approval of those goals and objectives to the Board for approval;
 - (c) Review AMHTA's MOA with Department of Natural Resources for management of the TLO as outlined in the MOA at least once every 3 years and recommend reaffirmation or revisions to the Board; and
 - (d) Provide the Committee's written input and feedback to the Board Chair in support of the annual performance evaluation of the TLO ED per the MOA.

Authorities

4. The Committee will have the authority to conduct any review and take any action appropriate to fulfill its responsibilities.

5. The Committee chair shall have direct access and may communicate directly with the CEO, TLO ED, CFO, COO, CCO, legal counsel, advisors, and consultants.

Operating Procedures

6. The Committee will consist of three Board members. [The Committee Chair shall keep the Board Chair informed of all important issues or major developments taking place at the committee level.](#)
7. The Committee will meet at least four times annually, or more frequently by call of the Committee chair. The committee chair will prepare and/or approve an agenda in advance of each meeting.
8. The Committee will be supported by staff as required by the Committee. The Committee may invite other professionals it deems necessary to attend meetings and provide pertinent information.
9. Reasonable public notice of Committee meetings shall be provided in accordance with AS 44.62.310. Meetings of the Committee are subject to the Open Meetings Act, AS 44.62.310 and 44.62.312.
10. Minutes of Committee meetings will be taken, and reports of Committee actions and meetings will be made to the Board.
11. The Committee may provide a public comment period at its meetings.

Duties and Responsibilities

12. The Committee will carry out the following responsibilities with the assistance of the CEO, CFO, COO, TLO ED, staff and others as required by the Committee.

PLANNING

13. The Committee will oversee the establishment and development of policies and procedures by the TLO ED with respect to AMHTA's Non-cash Assets.
14. Review and provide input for revising the resource management strategy at least once every three years and provide reaffirmation or revisions for Board approval.

TRUST LAND MANAGEMENT

15. Ensure that AMHTA land is managed in the best interest of the beneficiaries of the Trust;
16. Focus on maximizing and diversifying revenue, both principal and income, in the management of AMHTA lands; and
17. Work with the ED of the TLO to report the TLO's efforts and results to the Board.

COMMERCIAL REAL ESTATE INVESTMENTS

18. Assist the Finance Committee to define a commercial real estate investment policy and procedure, and review as needed; and
19. Monitor commercial real estate investment activities and performance, and report to the Board.

FINANCIAL

20. Review and recommend action to the Board on non-cash asset disposals;
21. Review and make recommendations to the [Finance Committee](#), on [requests for funds for](#) project-specific expenditures.

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FINANCE, ACCOUNTING AND AUDIT

22. The Committee will work with the TLO ED to develop and implement appropriate financial and operational controls to safeguard AMHTA's Non-Cash Assets. The Committee will coordinate with the CEO and the TLO ED, as required by the Committee, to prepare any necessary management response to any issues of significant concern related to the TLO on the part of the external auditor.

COMMUNICATIONS

23. The Committee will:
 - (a) Review the AMHTA communications plan regarding resource

management related issues requiring legislative or public advocacy and make recommendations to the Board for appropriate amendments.

Review and Amendment of the Charter

24. The Executive Committee will review this charter at least once every three years and recommend any amendments to the board for approval.
25. This charter may be amended at any meeting of the full Board.
26. The Board adopted this charter on October 27, 2017 and amended it on _____.

CHARTER OF THE PROGRAM AND PLANNING COMMITTEE

Introduction

1. The Board has established a program and planning committee (“Committee”) to assist the Board in managing the program and planning oversight of the AMHTA.
2. The Board has established this charter which sets out the duties and responsibilities of the Committee.

Role

3. The role of the Committee is to complete the following activities with the assistance of the CEO, CFO, COO, TLO ED, staff, and others as deemed necessary by the Committee:
 - (a) Develop program policies and procedures to address the needs and improve the circumstances of beneficiaries and recommend those policies and procedures to the Board for approval;
 - (b) Oversee implementation of AMHTA programs and plans at the direction of and on behalf of the Board in accordance with AMHTA statutes, regulations, and this charter;
 - (c) Work directly with the COO, staff and others to identify and forecast the status and needs of beneficiaries;
 - (d) Review the programs and plans affecting beneficiaries and recommend necessary changes and improvements;
 - (e) Oversee the Trust Authority Office’s work with the Department of Health and the Department of Family and Community Services and review outcomes to annually update the comprehensive integrated mental health program;
 - (f) Review AMHTA’s MOAs with statutory advisory boards at least once every 3 years and recommend reaffirmation or revisions to the Board; and

- (g) Provide the Committee’s written input and feedback to the CEO in support of the annual performance evaluation of the COO.

Authorities

- 4. The Committee will have the authority to conduct any review and take action appropriate to fulfill its responsibilities.
- 5. The Committee chair shall have direct access and may communicate directly with the CEO, COO, CFO, CCO, TLO ED, legal counsel, advisors, and consultants, of AMHTA.

Operating Procedures

The committee will consist of three Board members. The Committee Chair shall keep the Board Chair informed of all important issues or major developments taking place at the committee level.

- 6. The Committee will meet at least four times annually, or more frequently by call of the Committee chair. The Committee chair will prepare and/or approve an agenda in advance of each meeting.
- 7. The Committee will be supported by staff as required by the Committee. The Committee may invite other professionals as it deems necessary, to attend meetings and provide pertinent information.
- 8. Reasonable public notice of committee meetings shall be provided in accordance with AS 44.62.310. Meetings of the Committee are subject to the Open Meetings Act, AS 44.62.310 and 44.62.312.
- 9. Minutes of Committee meetings will be taken, and reports of Committee actions and meetings will be made to the Board.
- 10. The Committee may provide a public comment period at its meetings.

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Duties and Responsibilities

- 11. The Committee will carry out the following responsibilities with the assistance of the CEO, CFO, COO, TLO ED, staff and others as required by the Committee.
 - (a) Review the performance of Mental Health Trust Authority Authorized Receipts (MHTAAR) and authority grant funded projects annually.

Deleted: REPORTING¶

Develop reporting requirements to track performance of AMHTA grant funded projects and report on the performance of the grants to the Board on an annual basis.

- (b) Review the status of the comprehensive integrated mental health program and planning efforts.

PLANNING

- 12. Review program related policies or initiatives including the State of Alaska's comprehensive integrated mental health program plan;
 - (a) On an annual basis, review and monitor the development of the Trust Authority's budget related process and recommendations; and
 - (b) Invite statutory advisors, key stakeholders, and relevant content experts to participate in discussions and planning activities.

FINANCIAL

- 13. _____
- 14. As delegated by the board, approve changes of intent for MHTAAR grants involving the carry-over from one state fiscal year to another.

Deleted: Allocate grant funds previously approved by the full board but not allocated to a specific grantee between \$100,000 and \$500,000.

Review and Amendment of the Charter

- 15. The Executive Committee will review this charter at least once every three years and recommend any amendments to the Board for approval.
- 16. This charter may be amended at any meeting of the full Board.
- 17. The board of trustees adopted this charter on October 27, 2017 and amended it on _____.

CHARTER OF THE CHIEF EXECUTIVE OFFICER

Introduction

1. Alaska Law, AS 44.25.230(b), requires the board of trustees of the Alaska Mental Health Trust Authority (AMHTA) to employ a chief executive officer (CEO) and set the minimum salary for that position.
2. AMHTA's By-laws state that the CEO will be the chief executive officer of the corporation and serve at the pleasure of the Board. The By-laws set out, in general terms, the duties of the CEO.

Duties and Responsibilities

3. The Board has approved a position description that is filed with the State of Alaska, incorporated by reference and attached hereto, that describes the accountabilities, characteristics, and minimum qualifications expected of the CEO.
4. The CEO shall keep the Board members informed of all material matters affecting AMHTA.
5. The CEO shall provide the Board members with copies of all relevant and appropriate information received by the AMHTA and/or the CEO from outside consultants, advisors, auditors, and others in a timely manner.
6. Act as one of the official spokespersons for AMHTA.

Authorities

7. The CEO is required to report to the Board, at each of the four regularly scheduled meetings per year, on the major program activities and status of the progress against the budget.
8. The CEO is responsible for developing and executing a legislative program on an annual basis and timely reporting its progress to the Board.
9. The CEO has authority to raise issues to the board at any board or committee meeting.
10. The CEO may delegate duties to staff except as specifically prohibited by

herein.

11. The CEO will actively consult with the board and receive their consent to the employment or termination of the following key roles: COO and CFO.

Review and Amendment of the Charter

12. The Executive Committee will review this charter at least once every three years and recommend any amendments to the board for approval.
13. This charter may be amended at any meeting of the full Board.
14. The Board adopted this charter on October 27, 2017 and amended it on _____.