

CHARTER OF THE CHIEF EXECUTIVE OFFICER

Introduction

1. Alaska Law, AS 47.30.026(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. The bylaws state that the CEO will be the chief executive officer of the corporation and serve at the pleasure of the board of trustees. They 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 referenced and attached hereto, that describes the accountabilities, characteristics, and minimum qualifications expected of the CEO.
4. The board has, for greater clarity, established this charter to set out the following specific authorities of the CEO.

Authorities

5. The CEO is required to report to the board of trustees, at each of the four regularly scheduled meetings per year, on the major program activities and status of the progress against the budget
6. The CEO is responsible for developing and executing a legislative program on an annual basis and timely reporting its progress to the trustees.
7. The board delegates approval authority to the CEO to allocate authority grant funds of up to \$100,000 from budget lines previously approved by the board, but undesignated to specific entities. The CEO's authority is limited to approval of a total of \$100,000.00 per agency per state fiscal year. Agency means a sole proprietorship, limited liability company, limited partnership, partnership and any other entity in which the agency owns more than 50 percent of the voting power directly or indirectly through one or more other subsidiaries of the specified agency. The CEO may approve a single agency to receive one \$100,000 approval or multiple approvals not to exceed in sum \$100,000 per state fiscal year in CEO approved authority grant funds, regardless of the budget lines previously approved by the board of trustees, but undesignated to specific entities. These allocations may take the form of grant awards, procurements following state processes, or other programmatic activities.

The CEO shall not delegate the authority granted herein to any other individual or employee.

Quarterly summary reports of all CEO approved items will be provided to trustees and a standing item will be placed on the next scheduled Program and Planning agenda following the report for any trustee discussion.

8. The board delegates authority to the CEO to receive consultations on behalf of AMHTA from the Trust Land Office (TLO) as required by law regarding projects with projected total sale revenue below \$250,000, or projected annual total land or mineral lease or easement rental below \$50,000, and to quarterly report such consultations to the board.
9. The board delegates authority to the CEO to approve project specific expenditures by the TLO from the principal, budget reserves or the facility maintenance account below \$50,000 per approval with a cumulative maximum of \$100,000 per year, and to quarterly report such approvals to the board.
10. The CEO has authority to raise issues to the board at any board or committee meeting.
11. The CEO may delegate duties to staff except as specifically prohibited by herein.
12. The CEO will actively consult with the board and receive their consent to the employment or termination of the following key roles: executive director of mental health policy and programs, executive director of the TLO, and chief financial officer.

Review and Amendment of the Charter

13. The board of trustees 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.
14. The board of trustees adopted this charter on March 2, 2023.