

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, TLO ED, 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 adopted this charter on October 27, 2017 and amended it on November 13, 2024 and the amendments have an effective date of January 1, 2025.

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

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 as needed to oversee the audit process. 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 auditors or 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. 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

INTERNAL CONTROLS

12. 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

13. 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

- 14. The Executive Committee will review this charter at least once every three years and recommend any amendments to the Board for.
- 15. This charter may be amended at any meeting of the full Board.
- 16. The Board adopted this charter on October 27, 2017 and amended it on November 13, 2024 and the amendments have an effective date of January 1, 2025.

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.

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 shall keep the Resource Management Committee informed of all matters affecting the Trust's land and resource assets.
8. 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.
9. 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.
10. 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.
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

FINANCIAL MANAGEMENT

13. 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

- 14. The Executive Committee will review this charter at least once every three years and recommend any amendments to the Board for approval.
- 15. This charter may be amended at any meeting of the full Board.
- 16. The Board adopted this charter on October 27, 2017 and amended it on November 13, 2024 and the amendments have an effective date of January 1, 2025.

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

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. 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.

- (h) Review the performance of Mental Health Trust Authority

Authorized Receipts (MHTAAR) and authority grant funded projects annually. 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.

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

PLANNING

- 13. 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

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

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 adopted this charter on October 27, 2017 and amended it on November 13, 2024 and the amendments have an effective date of January 1, 2025.

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 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 CEO 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 shall keep the Finance Committee informed of all matters requiring Trust funds needed for land and resource projects.
8. 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.
9. 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.
10. 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.
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

13. 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

14. The Committee will oversee the establishment and development of policies and procedures by the TLO ED with respect to AMHTA's Non-cash Assets.

15. 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

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

COMMERCIAL REAL ESTATE INVESTMENTS

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

FINANCIAL

21. Review and recommend action to the Board on non-cash asset disposals;
22. Review and make recommendations to the Board on request for funds for project specific expenditures.

FINANCE, ACCOUNTING AND AUDIT

23. 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

24. The Committee will 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

25. The Executive Committee will review this charter at least once every three years and recommend any amendments to the board for approval.
26. This charter may be amended at any meeting of the full Board.
27. The Board adopted this charter on October 27, 2017 and amended it on November 13, 2024 and the amendments have an effective date of January 1, 2025.