

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;

- (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 November 13, 2024 and the amendments have an effective date of January 1, 2025.

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.

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 November 13, 2024 and the amendments have an effective date of January 1, 2025.

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 November 13, 2024 and the amendments have an effective date of January 1, 2025.