

CHARTER OF THE CHIEF EXECUTIVE OFFICER

Introduction

1. Alaska Law, AS 44.25.230(b), requires the Board of Trustees (Board) 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 administer all MOAs/MOUs between AMHTA and other entities and report to the Board on a regular basis as to any issues affecting those agreements.
6. 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.
7. Act as one of the official spokespersons for AMHTA.

Authorities

8. 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.
9. The CEO is responsible for developing and executing a legislative program on an annual basis and timely reporting its progress 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: COO and CFO.

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 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.