

## **Chesapeake Integrated Behavioral Healthcare Board Member Position Description**

Chesapeake Integrated Behavioral Healthcare (CIBH) is one of forty (40) Community Services Boards in Virginia, and functions as an Administrative Policy Board according to definitions found in state law and regulations. CIBH provides services to persons with mental illness, substance use disorders, and intellectual/ developmental disabilities within the City of Chesapeake. Board members are responsible for, and must be able to make, important and difficult personnel, financial, public policy, and resource allocation decisions. Actions of board members are open to public review and comment and are governed by laws applicable to public bodies and their officials.

The specific function of the Board of Directors is to provide overall policy governance functions for the agency. Management of CIBH programs and functions is provided by the Executive Director and by agency staff and is not a role of the Board of Directors.

### **BOARD MEMBER ROLES**

(In accordance with Virginia Code §37.2-504)

1. Provide governance oversight of publicly funded mental health, intellectual disability and substance use disorder services within the City of Chesapeake.
2. Appoint and contract with (including responsibilities associated with hiring and firing) an Executive Director to manage and administer all agency operations and services;
3. Provide governance oversight to services funded under the annual Performance Contract with the Commonwealth of Virginia, including submission of Contract to local governments for approval;
4. Approve policies or regulations applicable to services and facilities operated by or contracted to CIBH;
5. Provide governance oversight to solicitation, disbursement and management of state, local and federal funds; and
6. Other duties in Code section (data reporting, apply for and accept loans, dispute resolution procedures, etc.).

### **BOARD MEMBER EXPECTATIONS**

(In accordance with CIBH Board Action)

1. Regular attendance at monthly board meeting
2. To read and develop an understanding of materials distributed prior to Board and committee meetings
3. Participation on a standing committee of the Board with service on ad-hoc committees as necessary
4. Participate in order to develop relationships with and provide advocacy to individual legislators on behalf of CIBH and its services and populations
5. Participate in review/approval of agency's annual budget, audit reports, and material business decisions as described in CIBH policy

6. Contribute to the annual performance evaluation of the Executive Director
7. Consistent adherence to the Board’s governance functions rather than staff-oriented operational and management roles
8. Avoid independent actions or requests not endorsed or supported by the full Board
9. Develop and maintain familiarity with CIBH programs and services
10. Assist in communicating and promoting CIBH’s mission and programs to the community
11. Assist in advocating for CIBH services and service populations to local, state and federal government officials

**TIME COMMITMENT**

1. Monthly Board meetings are held, and are typically of a 2-hour duration;
2. Time spent preparing for Board and/or committee meetings;
3. Standing committees meet either monthly or quarterly (depending on committee) with meetings lasting from 60-90 minutes; and
4. Additional time as may be needed for special events, community and legislative advocacy, etc.

**TERMS OF OFFICE**

(In accordance with Virginia Code §37.2-502)

1. All Board appointments are made by the Chesapeake City Council.
2. Board members are appointed for a 3-year term, with the term beginning when appointed. Members may be appointed for two (2) additional consecutive terms.
3. If a member is appointed to fill the unexpired (partial) term of a resigning/retiring Board member, that partial term is not counted as one of the three (3) potential terms for the new member.
4. Board members may be removed for cause by City Council with written communication and an opportunity for the member to respond.

I acknowledge that I understand these roles and expectations associated with my membership on the CIBH Board of Directors

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Member, CIBH Board of Directors

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Date