STATEWIDE COUNSUMER COUNCIL REPRESETATIVES RESPONSIBILITIES

Please note: The Statewide Consumer Council (SCC) is the legal board of directors with all the responsibilities that come with that position.

REQUIRED QUALIFICATIONS

- Able to publicly self-identify as a person with a mental health challenge. If an Individual has experience with hospitalizations, they are encouraged to share their experience.
- Have a history of receiving mental health services (traditional or non-traditional)
- Have a demonstrated ability to understand and effectively communicate the purpose of the CCSM.
- Ability to understand and communicate diverse viewpoint and share ideas while respecting the views of others.
- Ability to work to achieve consensus and to collaborate with others.
- Ability to read, write, understand, and communicate effectively with others and/or ask for accommodations to be effective.

RESPONSIBILITIES & EXPECTATIONS OF THE SCC AS A WHOLE

The mission of the Consumer Council System of Maine is to represent fellow consumers with an effective, organized voice in shaping public policy and mental health services.

As the highest leadership body of the organization and in acting in the best interest of the CCSM, the board is responsible for:

- determining the mission and purposes of the organization
- selecting and evaluating the performance of the executive director
- strategic and organizational planning
- ensuring strong financial management
- fundraising and resource development
- approving and monitoring CCSM's programs and services, policies & procedures
- enhancing CCSM's public image
- assessing its own performance as the governing body of the CCSM

RESPONSIBILITIES & EXPECTATIONS OF INDIVIDUAL SCC MEMBERS

Each individual board member is expected to:

- support & uphold the mission & values of the CCSM.
- attend all SCC and LC meetings regularly in accordance with the Governance Guidelines, and attend special events and subcommittees, when possible
- prepare for all SCC, LC & subcommittee meeting by reviewing the meeting agenda and supporting materials and financial statements in accordance with the Governance Guidelines.
- ensure clear communication between LC's & SCC (i.e. issue statements, meeting minutes, and any other reports).
- complete any CCSM paperwork in a timely manner.
- be on time and communicate when changes happen

SCC MEMBERS ARE ALSO EXPECTED TO

- follow/adhere to the organization's Governance Guidelines, policies, procedures, and meeting guidelines.
- serve on committees and/or task forces and offer to take on special assignments when your capacity allows.
- leverage connections, networks, and resources to develop collective action to fully achieve CCSM's mission.
- sign an annual conflict-of-interest disclosure and update it during the year, if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings.
- maintain confidentiality about all internal matters of the Consumer Council System of Maine.
- actively promote all CCSM meetings, events, and activities to help recruit new members.
- orientate/mentor new SCC and LC members.
- Continuously check *and respond* to emails to ensure communication between the CCSM and SCC happens in a timely fashion. If support is needed, please work with a fellow SCC Rep.

LOCAL COUNCIL OFFICER RESPONSIBILITIES

REQUIRED QUALIFICATIONS (CHAIRPERSON)

In addition to the member responsibilities, the local chair is responsible for…

- Ability to facilitate meetings effectively (guide the process for others)
- Have initiative (know what needs to be done)
- Good time management skills (agenda and minutes completed when due)
- Organizing skills
- Ability to use computer and any necessary programs such as email, Microsoft Office, etc.

REQUIRED QUALIFICATIONS (SECRETARY)

- Have initiative (know what needs to be done)
- Good time management skills (agenda and minutes completed when due)
- Organizing skills
- Know how to take meeting minutes (capture decisions at meetings) (Also called decisional minutes)
- Ability to use computer and any necessary programs such as email, Microsoft Office, etc.

RESPONSIBILITIES & EXPECTATIONS OF THE LOCAL COUNCIL CHAIRPERSON

In addition to the LC member responsibilities, the LC Chairperson is responsible for:

- attending, participating in and facilitating monthly meetings, arriving 15 minutes early to prepare.
- developing the monthly LC meeting agenda along with LC meeting leadership (Secretary & SCC Reps) and Outreach Coordinator, keeping meeting discussion focused on issues and facilitate member voting as needed.
- reviewing all documents provided prior to meetings and come prepared for discussions.

RESPONSIBILITIES & EXPECTATIONS OF THE LOCAL COUNCIL SECRETARY

In addition to the LC member responsibilities, the Local Council Secretary is responsible for:

- taking written minutes for each LC meeting and note meeting attendance.
- keeping track of and making sure LC filing box is up to date.
- helping chairperson (and outreach coordinator as needed) create monthly LC meeting agenda.
- capturing all comments/feedback from meeting attendees
- keep members informed and up to date.
- providing a brief summary of meetings including tracking and documenting follow-up tasks

LOCAL COUNCIL OFFICERS ARE ALSO EXPECTED TO:

- develop a positive working relationship with CCSM Staff and members.
- work with the Outreach Coordinator and the LC leadership team (Chair, Co-Chair, Secretary & SCC Reps) to make sure all monthly tasks are carried out by the due date and projects are completed in the timeframe given.
- perform other duties as needed.