



## **Steering Committee Member Roles & Responsibilities**

### **Role**

The Campaign for Community Wellness Steering Committee is central to Placer County's development of a long-term plan for a transformed mental health system.

Currently, the Campaign for Community Wellness is the combined funding efforts of the Mental Health Services Act (MHSA) and Substance Abuse Mental Health Services Administration (SAMHSA) funds that will support the Campaign Plan. In the future, other funding sources may emerge.

Your role as a Steering Committee member is critical to the success for the Campaign for Community Wellness. Specifically, with respect to the Campaign, the Steering Committee member role is to:

- Review gaps, success and barriers;
- Determine priorities;
- Recommend allocation for MHSA funds;
- Generate ideas and strategic guidance to support Campaign goals;
- Represent the point of view for which you were elected to the committee.

### **Responsibilities**

Collectively, the Steering Committee has been selected to represent a broad base of interests and population segments in Placer County. As such, Steering Committee members are expected to attend meeting in representation of one constituent group. You are expected to make this decision prior to participating in Steering Committee meetings as to which constituency you will represent.

Specifically, as a Steering Committee member, we are asking you to:

- Attend 10-12 Steering Committee meetings per year;
- Perform the role of Steering Committee member as described above;
- Serve as an ambassador for the Campaign for Community Wellness;
- Commit to a two-year term.

### **Staff Responsibilities**

Staff will support you in your responsibility by providing timely summaries of documents and materials. Additionally, staff will take the highest priority elements agreed to by the Steering committee and operationalize them. The staff will then bring the elements back for final review.



## **Ground Rules**

- All participants are valued, no one's motives are in question here
- All our styles of learning and deciding are different. We will try to accommodate the different learning styles among the group.
- One person talks at a time; raise your hand to be recognized
- To be successful, we will look beyond our personal interest to the entire continuum of services. This will ensure that our final plan becomes a blueprint for an entire, transformed system.
- The Steering Committee will aim for consensus with a fall back to majority vote.
- The calendar is the enemy of a perfect product. We will work together to produce the best plan we can for the Placer County Mental Health Services System.
- All meetings are open to the public.
- We suggest that cell phone be turned to vibrate during the meetings.
- A parking lot sheet for good ideas will be kept for ideas not on topic.

## **Meeting Policies**

### **Decision Making**

The Steering Committee agreed to the decision making process of consensus. Consensus being defined as "I agree and if I do not completely agree, I can live with the decision." If consensus can't be reached on decisions, the group agreed to fall back to a vote as a last result.

### **Capturing Information at Meetings**

Facilitators will make every effort to capture participant comments and ideas as correctly as possible. In the event that a facilitator does not accurately capture an idea or comment correctly, the Steering Committee agreed (June, 2008 meeting) to the following:

1. Poll Steering Committee to determine if there was indeed misperception during a vote
  - a. Consensus yes or no
  - b. Fall back to a vote
2. If misperception is identified then clarify the issue for all
3. Possible Actions
  - a. Revote if needed or possible (could be too late)
  - b. Make changes in policy/process henceforth