***Mental Health Board Calendar Check Off List***

* Ask Members to suggest goals for the year
* Discuss and vote on goals for the year
* Hold Executive Committee Meetings
* Advertise to recruit new Board Members
* Interview new applicants for the Board
* Vote on new applicants
* Send names of applicants to BOS
* Provide Orientation for new Members
* Place Budget process on Calendar
* Review Performance Contracts
* Review all contracts
* Hold a public meeting/forum
* Appoint Nominating Committee
* Present Slate of Officers
* Vote and elect Officers
* Write Annual Report
* Approve Annual Report
* Present Annual Report to BOS
* Review Medi-Cal Penetration rates
* Review Quality Assurance reports
* Review Bylaws as needed
* Discuss and vote on Bylaw changes
* Establish brief Policies & Procedures Guide
* Establish both standing and ad hoc Committees
* Review facilities via a schedule of site visits
* Present Awards or Plaques
* Participate in process to hire new Mental Health Dir.
* Chairperson to meet monthly with MH Director
* Establish Committees to review Performance outcomes
* Review data/reports to affirm needs being met for all groups (children through adults)
* Review data/reports to check for gaps in services
* Committees provide regular written summaries
* Complete Data Notebooks and forward to Planning Council
* Volunteer to serve on RFP committee within County
* Evaluate Grievance Procedures
* Evaluate programs/services for Cultural Competency
* Attend Training conferences/meetings
* Schedule speakers for presentations to the Board
* Set up table at relevant public events for visibility
* Collaborate with others on relevant boards/commissions
* Speak to BOS to enlist support for special needs or events
* Participate on County planning subcommittees
* Participate in May is Mental Health Month activities