

AMHPAC Membership Recruitment Policy & Procedure
September 12, 2013

Purpose: Mental illness and addictions affect people of all racial, ethnic, religious and cultural groups, and cuts across all geographic, life experience, and socioeconomic boundaries. As such, diverse stakeholder input is vital for the work of the Addictions and Mental Health Planning and Advisory Council (AMHPAC) and its subcommittees.

Policy: AMHPAC actively promotes and models diversity through a proactive membership recruitment and retention policy.

Applicability: This policy will apply to AMHPAC and its subcommittees.

Procedure:

1. Recruitment

- a. Information regarding opportunities to serve on AMHPAC and its subcommittees will be posted continuously on the AMHPAC website.
- b. Notices of vacancies on AMHPAC or its subcommittees will, at a minimum, be:
 - i. Posted on the AMHPAC website;
 - ii. Posted on the AMH website's front page;
 - iii. Emailed to the AMHPAC listserv;
 - iv. Emailed to CMHP Directors;
 - v. Emailed to publicly-funded substance abuse prevention and treatment providers;
 - vi. Emailed to publicly-funded problem gambling prevention and treatment providers;
 - vii. Emailed to the Oregon Consumer Advisory Council;
 - viii. Emailed to the Children's System Advisory Committee;
 - ix. Included in the quarterly Peer-Delivered Services Newsletter issued by AMH;
 - x. Included in the AMH newsletter; and
 - xi. Any interested party requesting notification.

AMHPAC Membership Recruitment Policy & Procedure
September 12, 2013

- c. Members of AMHPAC and its subcommittees will share information on vacancies with their constituent groups, and assist with outreach to diverse members of their communities.
 - d. Members of AMHPAC and its subcommittees will encourage their constituents to attend and observe council/subcommittee meetings.
2. Membership Application
- a. Applications will be made available in alternative formats as requested.
 - b. Applications for membership on AMHPAC and its subcommittees are accepted on an ongoing basis. Applications are submitted to AMH via:
 - i. *US Postal Mail* –
AMHPAC, Attn: Mental Health Planner
OHA-AMH
500 Summer Street NE, E-86
Salem, OR 97301
 - ii. *Fax* –
Attn: Mental Health Planner
503-378-8467
 - iii. *Email* –
Marisha.L.Johnson@state.or.us
 - c. Applications for membership include opportunities for applicants to provide information regarding their contributions to the diversity of AMHPAC and its subcommittees.
3. Filling a Vacancy on AMHPAC
- a. Per AMHPAC's Operating Procedures, the Executive Committee serves as the membership committee.
 - b. When a vacancy exists on AMHPAC, notification of the vacancy will be issued as described in #1 of this policy.
 - c. The notification will include the date by which applications must be submitted. Review of the applications will be no less than 30 days after the issuance of a vacancy notification.

AMHPAC Membership Recruitment Policy & Procedure
September 12, 2013

- d. Applications will be accepted in response to specific vacancies as they arise. If an applicant is not appointed for a particular vacancy to which he or she applied, he or she must submit a new application in response to be considered for subsequent vacancies.
 - e. Applicants are required to attend a Council meeting (in person or by phone) prior to their application being forward to the Executive Committee.
 - f. Members of the Executive Committee will score all applications submitted utilizing the application scoring tool after applicants have attended a meeting of the Council (Appendix A).
 - g. A minimum of two applications receiving an average score of 6 or more will be forwarded to the full Council for a vote on which applicant to recommend for appointment by the Director of AMH.
4. Filling a Vacancy on an AMHPAC Subcommittee
- a. Each subcommittee shall establish the maximum number of members and determine the specific membership needs of the subcommittee.
 - b. When a vacancy exists on an AMHPAC subcommittee, notification of the vacancy will be issued as described in #1 of this policy.
 - c. The notification will include the date by which applications must be submitted. Review of the applications will be no less than 30 days after the issuance of a vacancy notification.
 - d. Applications will be accepted in response to specific vacancies as they arise. If an applicant is not appointed for a particular vacancy to which he or she applied, he or she must submit a new application in response to be considered for subsequent vacancies. Applicants are required to attend a subcommittee meeting (in person or by phone).
 - e. Members of the subcommittee will score all applications submitted utilizing the application scoring tool after applicants have attended a meeting of the subcommittee (Appendix B).

AMHPAC Membership Recruitment Policy & Procedure
September 12, 2013

- f. Subcommittee members consider applications that receive an average score of 6 or more when voting on which applicant(s) to recommend for appointment by the Director of AMH.

Approved: September 12, 2013

Revised:

AMHPAC Membership Application Scoring Rubric

Applicant Name: _____ Seat Applying For: _____

Reviewer Name: _____ Date: _____

Scoring Item	No Response (0 points)	Minimal Response (1 point)	Moderate Response (2 points)	Maximum Response (3 points)
Please describe why you would like to become a member of AMHPAC.	No answer given	General restatement of question given	Specific reason given with no additional	Specific reason(s) given with elaboration or
Please describe the skills, knowledge, and strengths that you bring to AMHPAC.	No answer given	General restatement of question given -OR- One item listed with explanation -OR- Two or more items listed with no explanation	Two or Three items listed with explanation	Four or more items listed with explanation
AMHPAC values and seeks to actively promote diverse, inclusive participation by its officers and members. Please describe how you contribute to the diversity of the Council. **NOTE: Diversity includes, but is not limited to: member of a racial/ethnic/cultural minority, LGBTQQI2-S, gender, life experience, geographic representation, disability status, socioeconomic status, etc.	No answer given	General restatement of question given	Answer given with some explanation	Answer given with explanation and examples
Column Total:				

Final Score: _____

AMHPAC Subcommittee Membership Application Scoring Rubric

Applicant Name: _____ Subcommittee Applying To: _____

Reviewer Name: _____ Date: _____

Scoring Item	No Response (0 points)	Minimal Response (1 point)	Moderate Response (2 points)	Maximum Response (3 points)
Please describe why you would like to become a member of this subcommittee.	No answer given	General restatement of question given	Specific reason given with no additional	Specific reason(s) given with elaboration or
Please describe the skills, knowledge, and strengths that you bring to the subcommittee.	No answer given	General restatement of question given -OR- One item listed with explanation -OR- Two or more items listed with no explanation	Two or Three items listed with explanation	Four or more items listed with explanation
AMHPAC and its subcommittees value and seek to actively promote diverse, inclusive participation by its officers and members. Please describe how you contribute to this diversity. **NOTE: Diversity includes, but is not limited to: member of a racial/ethnic/cultural minority, LGBTQQI2-S, gender, life experience, geographic representation, disability status, socioeconomic status, etc.	No answer given	General restatement of question given	Answer given with some explanation	Answer given with explanation and examples
Column Total:				

Final Score: _____