

**Governor's Behavioral Health Services Planning Council**  
**Expectations for All Council and Subcommittee Members<sup>1</sup>**

Attendance

- Maintain regular attendance at all meetings and activities, including special events and retreats, and advise the chair in advance of meetings where an absence can be anticipated.
- Request financial assistance and support as needed to facilitate participation in meetings.
- Allocate sufficient time to honor obligations.

Information

- Identify one's role as a consumer or family member to fellow Council and Subcommittee members
- Become knowledgeable about the topics assigned to the group by preparing for meetings, completing assignments and reviewing materials which are distributed in advance.
- Suggest additional resource people and organizations that should be included in the discussions at specific meetings.
- Request information from staff that will facilitate decision-making.

Participation and Decision-Making

- Be active member by participating in discussions and asking questions about discussion material which is not clear.
- Contribute to meetings by expressing personal views and opinions about improving the mental health system in Kansas.
- Identify the constituency being represented when making statements to the group.
- Consider other members' points of view and make constructive suggestions to aid decision-making that will benefit all stakeholders in the mental health and substance use disorders system.
- Encourage other members to bring recommendations forward for action.

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<sup>1</sup> This document represents a recommendation of the Transformation Subcommittee based on a report from a work group whose charge was to "assure consumer and family leadership in the planning process so that they represent and report to a consumer /family constituency group. It was the perspective of the work group that the way to fulfill the charge was to reflect these and other expectations into a set of expectations for all members of the Council and its Subcommittees, regardless of consumer or family member status.

## External Communication

- Identify local, regional, and statewide organizations through which you can report key information gathered in meetings and through mailings.
- Request assistance as needed in identifying local, regional, and statewide organizations for reporting purposes.
- Make arrangements to disseminate information from meetings to local, regional and statewide organizations and solicit their ongoing input.
- Share input from these local, regional and statewide groups with members of the group.
- Represent the group's recommendations to local, regional and statewide organizations without regard for personal views which may differ.

## Structure and Process

- Assist in the recruitment of new members through established mechanisms developed by the State.
- Contribute to the working agenda for regular meetings.
- Accept periodic assignments and leadership roles as time and ability to handle permit.
- Fulfill the role of chair of any subcommittee as assigned by calling meetings until objectives are accomplished, ensuring that agenda and support materials are provided to members in advance of meetings, conducting meetings in an orderly, fair, open and efficient manner, and by making progress reports or furnishing minutes of meetings at scheduled meetings using the adopted format.
- Observe parliamentary procedures as established and maintain a respectful presence in meetings in relation to conflicting views of other members.
- Declare any potential conflicts of interest to the council or subcommittee and refrain from voting on matters where a conflict is perceived.
- Speak publicly on behalf of the council or subcommittee only when authorized by the council or subcommittee to do so.

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