**Behavioral Health Provider Coalition**

**Of Cape Cod & the Islands**

**Policies and Procedures**

**(Adopted by the Steering Committee 12/10/15)**

1. **Fiscal Policies and Procedures**
2. **Approval of Expenses and Coalition Funds.** Expenses incurred on behalf of the Coalition, other than those already authorized by their inclusion in the approved budget, require prior approval as follows: 1) Amounts under $1,000.00 require prior approval of the co-chairs; 2) Amounts in excess of $1,000 require prior approval of the steering committee.
3. **Processing of Invoices.** Requests for payment are submitted to the treasurer on a check request form along with supporting documentation and receipts. The treasurer will submit approved invoices for payment to the fiscal agent within seven (7) days of receipt.
4. **Financial Statements.** The treasurer disseminates financial statements generated by the fiscal agent at monthly steering committee and general membership meetings.
5. **Financial Reports and Records.** It is the responsibility of the treasurer to collect and maintain complete financial records, on a monthly basis, to a centralized file system including: copies of invoices, income received, requests for travel reimbursements, correspondence, and financial reports, etc.
6. **Fiscal Agent.** The Coalition has an agreement with the Cape Cod Foundation to act as its fiscal agent. A copy of the current fiscal agent agreement shall be maintained with the fiscal records.
7. **Communication Policies and Procedures**
8. **Website.** The Coalition maintains a website www.bhpccapecod.org. Any member of the Coalition may forward new material and information to post to the website by sending it by email in an accessible format to the Co-Chairs. All postings are subject to the approval of the Steering Committee.
9. **Posting of Information**. When new information is submitted for posting to the website, every effort will be made to post the material within one week of receipt. Information must be submitted in Microsoft Office Software (i.e. Word) and as a pdf, use a minimum of 12 point font, and be edited and ready for print. All submissions for events must be submitted using the event posting form found on the website.
10. **Email.** The Coalition has an email address: coordinator@bhpccapecod.org. The user name and password is confidential unless permission is granted by co-chairs for specific Coalition activities i.e. use of Coalition’s email for marketing efforts made on behalf of the Coalition.
11. **Membership Lists.** The membership list of the Coalition is maintained by the co-chairs or their designate and is comprised of people who have attended Coalition meetings or events and other persons or organizations interested in the mission of the Coalition. Changes and updates to the membership list should be sent to the co-chairs or their designate by email. Effort is made to keep contact information confidential. Requests by other groups or members of the coalition to share contact information requires approval of the steering committee.
12. **Media Contact and Public Statements.** The public information function such as media releases, media inquiries/responses and public statements made on behalf of the BHPC shall be coordinated through the Co-Chairs. The Co-Chairs may respond directly to media inquiries, or may designate other BHPC members to respond or make a public statement to the media. The Co-Chairs shall consult with the BHPC Steering Committee members prior to providing a response or a public statement whenever there is reasonable time to do so. The Co-Chairs may also consult with the BHPC members at large prior to making a public statement
13. **Steering Committee Nomination Procedures**
	1. Responsible Party: Co-chairs or their designee(s) will be responsible for undertaking the nomination process described below.
	2. An announcement seeking nominations to the Steering Committee to fill open seats will be sent by email at least thirty (30) days prior to the October general membership meeting. Self-nominations are allowed.
	3. This announcement will be sent to BHPC membership (defined as those who are on the meeting notice email distribution list).
	4. Current steering committee members whose term is expiring and who are eligible for a second or third term must declare by the September general membership meeting that they wish to be nominated for another term.
	5. Nominations will be accepted prior to the October general membership meeting and nominees will also be accepted from the floor at that meeting.
	6. Those members present at the October general membership meeting will vote to approve the slate of nominees.
	7. Nominees who have accepted their nominations will provide the co-chairs with a current bio which will be distributed to the membership no less than fourteen (14) days prior to the November general membership meeting.
	8. The approved slate of nominees will be distributed and voted upon at the November general membership meeting of the year. All members present at this meeting can vote by selecting nominees from the slate.