

LC2

Bernalillo County Behavioral Health Collaborative

Steering Committee Scope of Work

I. Chair (est. 4-5 hrs per week):

A. Leadership:

1. Serve as the primary leader and spokesperson for the Collaborative.
2. Facilitate the development of strategic goals and ensure alignment with LC2's mission.
3. Collaborate with the fiscal agent regarding budgeting, funding, and drawing down funds from the State based on the deliverables, while maintaining accurate and transparent financial communication with LC2 members and stakeholders.
4. Represent the Collaborative at external events, meetings, and functions as needed to strengthen partnerships and visibility.
5. Promote the inclusivity of members from marginalized communities.

B. Meeting Management:

1. Preside over LC2's Monthly 'Big' and 'Mini' meetings.
2. Guide the development of agendas and ensure the productivity of meetings.
3. Ensure that the meeting logistics (technology) are prepared beforehand.
4. Request and encourage the participation of members in various functions (facilitating meetings, note taking, workshoping, etc.)

C. Support & Accountability:

1. Support the work of subcommittees and ensure that activities and deliverables are completed on schedule.
2. Regularly report updates and meeting notes to members and stakeholders.
3. Accountable for the completion of LC2's deliverables as outlined in the Behavioral Health Collaboratives scope of work from the state.
4. Maintain financial transparency; reporting funding and budgeting information to members and stakeholders once per quarter.

D. Communication:

1. In collaboration with the other members of the steering committee, maintain thorough and consistent communication with LC2's members.
2. Share in the responsibility of correspondence with external partners, organizations, and entities, in collaboration with the other members of the steering team.
3. Ensure that the means of communication (email, phone, etc.) are accessible to the other members of the steering committee.

II. Co-Chair (est. 2-3 hours weekly):

A. Leadership:

1. Assist the Chair in the leadership of LC2.
2. Assist the Chair in maintaining the integrity of LC2's shared vision and values.
3. Represent the Collaborative at external events, meetings, and functions as needed to strengthen partnerships and visibility.
4. Promote the inclusivity of members from marginalized communities.

B. Meeting Preparation:

1. Collaborate with the Chair and steering committee to prepare meeting agendas and materials.
 2. Assist in the readiness of meetings, including technology, communication, and facilitation.
 3. Preside over meetings in the absence of the Chair.
- C. Member Engagement:
1. Engage with Collaborative members to ensure active participation and gather feedback for continuous improvement.
 2. Meet with potential new members to provide necessary background and updates on LC2, as required by the new member process.
- D. Project Management:
1. The co-chair shall oversee and support the workings of any subcommittees, ensuring timely completion and alignment with the Collaborative's mission.
- E. Communication:
1. In collaboration with the other members of the steering committee, maintain thorough and consistent communication with LC2's members.
 2. Share in the responsibility of correspondence with external partners, organizations, and entities, in collaboration with the other members of the steering team.
 3. Ensure that the means of communication (email, phone, etc.) are accessible to the other members of the steering committee.

III. Secretary (est. 2-3 hours weekly):

- A. Documentation:
1. Maintain accurate records of all meetings, including minutes, attendance, voter eligibility, and action items.
 2. Ensure timely distribution of meeting notes, video recordings, and transcripts.
- B. Organization:
1. Manage the Collaborative's documentation, including bylaws, policies, and official correspondence.
 2. LC2 Google Drive: Maintain the organization of LC2's shared platform, google drive.
 3. Assist members to gain access.
- C. Communication:
1. Manage email distribution lists and assist with external communications.
 2. Assist in updating LC2 members of community announcements.
- D. Meeting Logistics:
1. Assist in the coordination of logistics for meetings, including scheduling, venue arrangements, and technology setup.
 2. Distribute agendas and materials ahead of time.

IV. Steering Committee Members (Applicable to all steering committee members, including chair, co-chair, and secretary) (est. 2-3 hours weekly):

- A. Meeting Logistics
1. Help create and facilitate the agenda for LC2 'Big', 'Mini', and any applicable subcommittee meetings.
- B. Participation:

1. Attend and actively engage in all steering committee meetings. Contribute ideas, feedback, and expertise to support the Collaborative's goals.
 2. Encourage community participation from members and non-members in LC2's collaboration.
- C. Committee Support:
1. Participate in subcommittees or working groups as needed, as stated in the bylaws.
 2. Assist in planning and executing initiatives that advance the Collaborative's mission.
- D. Strategic Planning:
1. Contribute to the development of strategic plans and initiatives. Provide input and guidance on the direction and priorities of the Collaborative.
- E. Community Outreach:
1. Help identify and engage with community partners to expand the Collaborative's reach and impact. Promote awareness of the Collaborative's work.
 2. Steering Committee Members will make themselves available to host information sessions with incoming members as required by the membership process.
 3. Help engage with the community members and organizations to promote LC2 and to support LC2's mission of inclusivity with individuals of marginalized communities.
- F. Communication:
1. In collaboration with the other members of the steering committee, maintain thorough and consistent communication with LC2's members.
- G. Monitoring & Evaluation:
1. Support efforts to monitor and evaluate the effectiveness of the Collaborative's initiatives. Provide feedback for continuous improvement.