

## North Carolina (NC) Area Health Education Center (AHEC)

### Behavior Health Directors (BHDs)

#### Charter

#### Mission

The NC AHEC Program provides and supports educational activities and services with a focus on primary care in rural communities and those with less access to resources to recruit, train, and retain the workforce needed to create a healthy North Carolina. The focus of this charter is to provide recruit, train and retain a strong BH workforce across NC as a part of the NC AHEC mission.

#### Purpose

The purpose of this of this group is to recruit, train a and retain the BH workforce by:

- Providing statewide leadership in BH continuing professional development and interprofessional development involving BH professionals.
- Providing statewide program collaboration within the AHEC system across NC and surrounding states.
- Making decisions collectively by majority consensus on subjects specifically related to BH CPD.
- Providing recommendations to the Discipline Chairs Group, the Operations Team and the State Program Office.

#### Composition

The NC AHEC BHDs is a group of professionals within the NC AHEC System who lead continual professional development for the behavioral health workforce across NC. The discipline group is composed of BHDs from 10 AHECs across the state from the following regions: Eastern/Area L (Services to the Area L region are provided in collaboration with Eastern AHEC, (Duke Services are provided in collaboration by Wake AHEC), Charlotte, Greensboro, Northwest, Mountain, Southern Regional, Southeast, and Wake. This group is led by a Discipline Chair, Co-chair (optional) and a liaison from the state program office.

The BHDs meet 2- 3 times annually in Fall, Winter, Spring. Virtual meetings in between can be scheduled as needed.

The discipline contains two regional workgroups, the Eastern Regional Workgroup (EAHEC/Area L, SEAHEC, SRAHEC and Wake AHEC) and the Western Regional Workgroup

(GAHEC, Charlotte, Northwest & MAHEC) each led by a volunteer team leader. The workgroups meet quarterly or as needed to provide regional collaboration on programming and marketing as well as valuable pilot programs and the development of best practice models that are recommended to the BHDs for adoption within the discipline and across the state. Smaller workgroups can be formed to work on smaller projects to be presented to the BH directors and approved for implementation.

### **Educational Partners**

The educational partners, collaborate with the BHDs in an advisory role to provide experts on BH topics and current issues in the mission of NC AHEC. Various schools and professional organizations with subject matter experts provide and update on their services, speakers subject matter experts, current topics and programs that can be utilized by the BHDs to produce effective, high quality CPD programming across the state. The state office provides funding for these services for agencies willing to provide ongoing content and subject matter experts. The growth of educational partners is key to providing quality CPD programming and program collaboration statewide.

### **Roles and Responsibilities**

**Chair and Co-Chair positions will be recommended by the BHD and an anonymous vote will determine the next chair positions by a majority consensus.**

#### **Chair of the BHDs will:**

- Serve at least one year as a chair, co-chair or regional team leader prior to assuming the role of Chair BHDs (optional but preferred).
- Be nominated and carry a majority vote from the BHDs at the June meeting to begin the new role on July first signifying the completion of the 2 year term of the previous chair.
- Serve as a contributing member of the BHDs for a minimum of two years, demonstrating organizational leadership abilities.
- Serve a two year term and provide adequate training and transition time for the next chair of the BHDs.
- Contribute as an active representative for the BHDs in the Discipline Chairs Group and ensure communication delivery from the Discipline Chairs Group.
- Chair each BHDs meeting and coordinate statewide programs provided by the eastern and western regional workgroups.
- Work with the liaison, BHDs and educational partners for accountability to the charter and facilitate a cooperative and collaborative environment that honors the contributions of each liaison, BHDs and educational partner.
- Participate in small workgroups and provide collaborative efforts with the eastern and western regional workgroups.
- Plan and organize each BHDs meeting and notify participants of meeting times, modality, AHEC biannual reports (round robins or other structured data tools) and

agenda that provides adequate time for the workgroups, and educational partners to report.

- Organize and lead statewide programs that provide collaboration and distributes revenue fairly across the AHECs.
- Provide training and leadership to the co-chair, and regional workgroup team leaders.
- Participate as a member of the chair's regional workgroup.
- Assist in organizing and posting documents in Basecamp
- Will treat each member, educational partner and officers with respect, dignity and cultural humility.

**Co-Chair of the BHDs will (position is optional):**

- Serve as a volunteer, contributing member of the BHDs for a minimum of one year, demonstrating organizational leadership abilities.
- Be nominated and carry a majority vote from the BHDs at the June meeting to begin the new role on July first signifying the completion of the 2 year term of the previous chair.
- Contribute as an active BHDs, demonstrating leadership abilities to take on the role of the chair in case of absence or resignation.
- Demonstrate ability to chair meetings, lead workgroups, and work well with other BHDs and educational partners.
- Assist the chair in all administrative duties, projects and workgroups
- Has served as an eastern and western regional team leader for one year (optional but preferred)
- Participate as a member of the co-chair's regional workgroup
- Will treat each member, educational partner and officers with respect, dignity and cultural humility.

**Western/Eastern Regional Workgroup Team Leaders will:**

- Serve as a volunteer, contributing member of the BHDs for a minimum of one year, demonstrating organizational leadership abilities.
- Be nominated and carry a majority vote from the western/eastern regional workgroups at the June meeting to begin the new role on July first signifying the completion of the one year term of the previous team leader.
- Contribute as an active BHD demonstrating leadership abilities to take on the role of the chair or co-chair.
- Provide regional leadership among BHDs colleagues to coordinate regional programming, reporting, and collaboration for programing and the marketing of BH CPD programming.
- Hold plan and organize quarterly regional workgroups with BHDs in their region.
- Lead one pilot project determined by the Eastern /Western workgroups per year to present to the BHDs for implementation
- Meet regularly with Chair/Co-Chair to facilitate state-wide programming and marketing of BH CPD programs/projects.
- Provide regional updates, workgroup collaboration and pilot programs/projects to the BHD during the biannual meetings in March and September.
- Will treat each member, educational partner and officers with respect, dignity and cultural humility.

**BHD Members will:**

- Attend all BHDs biannual meetings or prepare and assign a proxy if unable to attend.
- Attend and participate in all quarterly regional workgroup meetings.
- Provide a biannual report of CPD programming from the member's AHEC in collaboration with the regional workgroup.
- Participate in taking notes on a rotation and work with the Chair to ensure BHDs approval and posting of the meeting minutes.
- Work cooperatively and collaboratively with colleagues to develop pilot projects and collaborative programming that includes marketing, lead AHEC models and best practices.
- Will fulfill educational partner's requirements for use of subject matter experts and program collaboration.
- Will treat each member, educational partner and officers with respect, dignity and cultural humility.

**Educational Partners will:**

- Serve in an advisory role to the BHDs to provide expertise in: current trends in the discipline, current or new subject matter experts, and successful programs or initiatives for AHEC collaboration.
- Publish lists of programs to the BHDs including the program: title, length (not including breaks and lunch), short description, objectives, speaker(s) and their bio(s) annually.
- Provide written steps for scheduling, payment and marketing the educational partner's collaboration.
- Attend all BHDs biannual meetings or prepare a proxy, or written update if unable to attend.
- Will treat each member, educational partner and officers with respect, dignity and cultural humility.

**Program Office Liaison will:**

- Mentor and assist the Chair and Co-chair with coaching, and appropriate tools to carry out the office during their term.
- Coordinate a minimum payment of \$2,000 to the Chair's AHEC for time and service provided by the Chair who meets the above criteria of his office.
- Make recommendations to the BHDs on officers and regional workgroup team leaders.
- Coordinate Discipline Chairs, and the NC AHEC Operations Team decisions for implementation to the BHDs via the Chair and Co-chair to operationalize the initiatives.
- Work collaboratively with the Chair to ensure that the Charter is being upheld and roles and responsibilities are being carried out accordingly.
- Serve as an advisor from the state program office to assist the BHDs in their decision making to work collaboratively with other disciplines, Operations Team or system policies, structure or procedures.
- Coordinate AHEC Grants, or program office funds for statewide collaborative programming.

Edited by: Heather Goodson, BHD Chair with requested input from group

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