

BEHAVIORAL HEALTH ACADEMIC REVIEW COMMITTEE (BHARC) BYLAWS

NAME AND LOCATION

The name of the committee shall be the Behavioral Health Academic Review Committee (BHARC) a subcommittee of the Tribal Behavioral Health Directors Committee. The office of the committee, for the transaction of business, shall be the Area Behavioral Health Aide Project office at the Alaska Native Tribal Health Consortium.

ORGANIZATIONAL YEAR

The organization year shall be January 1 to December 31.

PURPOSE

As a standing committee of the Tribal Behavioral Health Directors Committee, the purpose of the Behavioral Health Academic Review Committee shall be the following:

1. To review and recommend Board approval of all training curricula and courses for Behavioral Health Aides (BHA) and Behavioral Health Practitioners (BHP).
2. To review and recommend applications of candidates for Behavioral Health Aide/Practitioner (BHA/P) certification to the Board.
3. To make recommendations regarding establishment of standards for Behavioral Health Aide/Practitioner education and certification in Alaska to the Tribal Behavioral Health Directors Committee and the Community Health Aide Program Certification Board (CHAPCB).
4. To oversee the development and timely revision of the Behavioral Health Aide Manual (BHAM).

MEMBERSHIP

SECTION I: The committee shall consist of voting members representing the organizations that are actively involved in Behavioral Health Aide/Practitioner training as follows:

1. Two Licensed Behavioral Health Clinicians who are employed by the IHS, a tribe or tribal organization, provided that a least:
 - (A) one must be actively involved in development and implementation of behavioral health aide training,
 - (B) one must be the director of a tribal behavioral health program, or
 - (C) one must be actively engaged in clinical practice.
2. Two behavioral health professionals who is a master level person employed by IHS, a tribe or tribal organization.

3. **One CHAP Certification Board Member Representative.**
4. **Four Behavioral Health Aides employed by the Indian Health Service, a tribe, or tribal organization:**

SECTION II: The committee shall invite non-voting members representing organizations that are actively involved in Behavioral Health Aide/Practitioner training as follows:

1. **Training and development staff from the ANTHC Behavioral Health Department.**
2. **The Tribal Liaison representing the State of Alaska Department of Behavioral Health and/or a State designee to the BHARC.**
3. **Faculty, instructors, or other staff representing academic institutions, training entities or tribal health organizations hosting trainings for use towards BHA/P certification.**

SECTION III: The term of membership for each individual will be for two years and the person may be reappointed. Eligibility for membership requires a reasonable commitment to meeting attendance.

SECTION IV: BHARC meetings shall comply with appropriate Federal guidelines regarding public or open meetings. Guests should notify the Chair prior to the meeting. Guest participation is allowed at the discretion of the Chair and will have no vote.

OFFICERS

SECTION I: Officers of the Committee shall be: Chair, Vice Chair, and Secretary.

SECTION II: Terms of office shall be one year for each office.

SECTION III: The Vice Chair position shall be elected every year with this person acting as Vice Chair for one year and serving as Chair for the following year.

SECTION IV: Elections will be held at the last meeting of the organizational year.

SECTION V: The Chair shall preside at all meetings and is an ex-officio member of all subcommittees. The Chair will have no vote except in the case of a tie.

SECTION VI: The Chair or his/her designee will report directly to the Tribal Behavioral Health Directors Committee, at their next scheduled meeting, following each BHARC meeting.

SECTION VII: The Vice Chair will act as Chair in the absence of the Chair and when so acting, will have all the powers of the Chair. The Vice Chair shall succeed as Chair should the office of the Chair become vacant.

SECTION VIII: The Secretary shall record and distribute the minutes of the committee meeting to BHARC Members and the Tribal Behavioral Health Directors Committee Chair, within one month of the committee meeting. Copies of all records shall be maintained in the Area BHA Project Office at the Alaska Native Tribal Health Consortium.

MEETINGS


SECTION I: BHARC shall meet at least four times per year. The meeting shall precede the quarterly Tribal Behavioral Health Directors Committee meetings.

SECTION II: The Chair shall distribute notice of the meeting and agenda at least two weeks prior to the meeting. The agenda will be set by the Chair in consultation with the Chair of the Tribal Behavioral Directors Committee.

SECTION III: Each voting member present shall be entitled to one vote. Voting matters shall be determined by simple majority vote.

SECTION IV: The Chair may call special meetings of the committee as directed by the Tribal Behavioral Health Directors Committee Chair. Advance notice shall be given to all members with the purpose of the meeting delineated.

SECTION V: The Chair, with the advice and consent of the BHARC committee, shall be authorized to appoint subcommittees as necessary to accomplish the purpose of the committee.



**Pansy Alakayak, CHAIR,
BEHAVIORAL HEALTH
ACADEMIC REVIEW COMMITTEE
(BHARC)**

**April Kyle, CHAIR,
TRIBAL BEHAVIORAL HEALTH
DIRECTORS COMMITTEE
(TBHDC)**

DATE REVISED: April 12, 2018