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## Consumer Advisory Committee

- **The Board defines the purpose of the advisory committee, focusing on ensuring meaningful participation from individuals with lived experience of mental health and substance use disorders.**
- **Members shall represent the communities served and shall have relevant knowledge of community needs, quality improvement, and services needed in the community. Membership selection shall occur as follows:**
  - The Board shall call for nominations and announce committee positions via email, community partners, the agency website, or agency social media platforms.
  - The Board shall form a selection committee and interview interested nominees.
  - The selection committee shall present the recommendations to the Board for approval.
  - Once the recommendations have been approved, the Committee shall be introduced to the Board.
  - Committee members shall receive information and/or training on the Code of Ethics and Code of Conduct as well as other applicable agency policies/procedures.
  - Committee members shall serve a term of three years and end on December 31 regardless of appointment date. Members may serve an additional three years if appointed.
  - In the event that a committee member can no longer serve or does not adequately and appropriately fulfill the duties of membership, then the Board, with assistance of the Committee Chair, shall recruit and select another committee member.
- **The Consumer Advisory Committee shall have the following structure and responsibilities:**
  - The Chair of the Committee serves as a full voting member of the Board of Directors.
  - One member of the committee serves on and is a voting member of each of the other board committees.
  - The committee shall meet quarterly.
  - Board meeting summaries shall be shared with the committee via the Committee Chair.
  - Committee members shall be invited to attend Board quarterly board meetings and are able to address the Board directly when called upon to do so.
  - The Committee Chair and/or representatives shall have the opportunity to address the Board directly and share recommendations.
- **Committee recommendations shall be recorded in Board meeting minutes.**
- **The committee responsibilities shall include:**
  - Participating in the community needs assessment development and ongoing review
  - Providing input on identifying community needs and goals and objectives for The Center
  - Contributing to service development by identifying gaps of service in the community
  - Contributing to quality improvement activities by reviewing client survey summaries and making recommendations
  - Offering recommendations on fiscal and budgetary decisions
  - Providing input on governance activities, including human resource planning and leadership recruitment and selection

- **A summary of comments and recommendations from the Consumer Advisory Committee shall be posted annually on the MCCHS website.**
- **The Board of Directors shall review comments and recommendations from the Consumer Advisor Committee and take appropriate action as feasible with regard to rules/regulations and finances.**

If you are interested in joining the advisory committee, please send an email of interest to [info@mcchs.org](mailto:info@mcchs.org). Please include your experience with mental health and/or substance abuse and why you would like to serve.