



**New York Coalition for Asian American Mental Health**

c/o Two Bridges • 275 Cherry Street • New York, NY 10002  
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www.asianmentalhealth.org

March 3, 2010

Dear NYCAAMH Members and Friends,

Thank you for your interest in the New York Coalition for Asian American Mental Health. The Coalition is a not-for-profit 501 (c) (3) organization founded in 1989 by a group of concerned individuals, including health and mental health professionals and organizations. Our mission is to improve the quality of mental health services available to Asian Americans in the New York City metropolitan area.

The Board of Directors is composed of 8-10 elected members. The election of directors takes place at the regular spring general meeting. Each director serves a two year term unless elected to fill a vacant position.

Individuals interested in serving on the Board must be active members in good standing in the Coalition. Persons may submit their name or have their name submitted to the chair of the Nomination Committee. The Nomination Committee considers all persons who are nominated for board positions.

The board meets quarterly. As a working Board, members are expected to serve on committees, volunteer for Coalition activities and events, and be actively involved in the Coalition's programs. A detailed outline of the Board member responsibilities can be found attached on this application. Please review the responsibilities carefully and assess your ability to fulfill them.

Serving as a member of the Board of Directors is an honor and a responsibility. This service to the Coalition and the community is gratefully appreciated.

If you have any questions or concerns regarding the election of the Board, please do not hesitate to contact me at (212) 720-4524 or [nycaamh@yahoo.com](mailto:nycaamh@yahoo.com).

Sincerely,

  
Joy Luangphaxay, LMSW  
Program Coordinator

# The New York Coalition for Asian American Mental Health

## Board Member Description

The Board Member of the Coalition shall be President, a Vice President, a Treasurer, and a Secretary.

### **Duties of the President:**

The President shall be the Chief Executive Officer of the Coalition and shall preside at all meetings of the general membership and Executive Committee meeting.

### **Duties of the Vice President:**

In the absence of the President, the Vice President shall preside over meetings of the Coalition. The Vice President will act on behalf of the President in his/her absence and may be assigned by the Executive Committee to serve as Chairperson of one or more committees, or such duties in connection with the Coalition. If the office of the President becomes vacant, the Vice President shall perform the duties of the President until an election can be held.

### **Duties of Treasurer:**

The Treasurer shall have jurisdiction over receipt and custody of all financial concerns and shall maintain adequate records of the Coalition.

### **Duties of the Secretary:**

The Secretary will be handling correspondence as deemed necessary and maintaining proper custody of contracts or official documents.

The Coalition will also include an **Executive Committee** which will manage the affairs of the Coalition between regular meetings. The Executive Committee will be members of the Board of Directors but do not hold official board member positions.

The Executive Committee shall have general power to control and manage the affairs of the Coalition subject to applicable laws and in accordance with the purpose and limitations set forth in the Certificates of Incorporations. The Executive Committee is responsible for developing and implementing policy and operational issues of the Coalition, reviewing and approving all projects prior to acceptance by the Coalition, and ensuring compliance with Coalition By Laws.

