This document provides nomination instructions for MHA members to participate in a MHA committee, council and/or task force (CCTF). Please follow the instructions below to self-nominate for an open position within one of the MHA CCTFs.

1. To begin, visit the MHA Member Portal at https://member.mha.org and click on the login button in the top right corner of the screen.
2. Log in to the MHA Member Portal with your username and password.
   - Your login is the email address where the MHA sends your communications. If you are not sure what your password is, click “Forgot Password” on the login screen and the system will email a link to reset your password. Please contact Brenda Carr at bcarr@mha.org if you need further assistance.

3. If this your first time logging in, you will be prompted to set a new password for your account.

4. Once you have logged in, go to the left-hand column and choose “Committees” and then select “MHA Committee Nomination Form”.

When you select this option, you will be nominating yourself for open CCTF positions that you are eligible for. Follow the instructions to continue with self-nominations.
Self-Nomination Process

1. Select the CCTF you are interested in by clicking the “Continue” button.

2. Once a CCTF is selected, make sure to choose your preference in the “Choice” and “Position” fields.

   **Behavioral Health Integration**
   
   To choose your preferences for this CCTF, select from the drop down on both the Choice and the Position. The “Choice” field will tell us if this is your first, second or third priority. The “Position” field will tell us what position, if your nomination is accepted, you prefer.

   **Choice:**
   - First
   - Second
   - Third

   **Position:**
   - Member
   - Chair
   - Vice Chair

   ➔ Nominate Myself for Behavioral Health Integration

   Be sure to click on the “Nominate Myself” button to complete the nomination process. This will take you to a new window with a receipt of your pending nominations.

   Guides the MHA’s policy efforts for behavioral/physical health integration. Develops recommendations addressing access to behavioral healthcare services and fostering integration with the greater healthcare delivery system.

3. Choose from the remaining buttons to proceed:

   a. ➔ Nominate Myself for Behavioral Health Integration to nominate yourself for the selected CCTF. If the “Nominate Myself for…” button is chosen, you will be directed to a new screen: “Committee Self-Nomination Receipt”. (Note: Use the keyboard shortcut key Ctrl + P to open the print window to keep for your records). Your nomination is now in pending status with the MHA.

   b. Return to Committee Nomination List if you chose a CCTF in error and wish to select a different CCTF.

   c. Return to Your Profile to return to your profile, which contains your contact information. (If you have any changes to your profile, please contact Brenda Carr at bcarr@mha.org.)

   **Please Note:** Choosing options “b” or “c” above, rather than option “a,” will not process your nomination for the currently selected CCTF.

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CCTF Details

Membership is determined by many factors, including issue expertise, geographic representation and the size and type of organization. Some groups are accepting a limited number of appointments; however, you should still indicate if you are interested in serving should an opening become available. The MHA makes every attempt to rotate representation and to provide new and interested members with the opportunity to participate. The nominations will be approved by the MHA Board in June 2021.

Please note: If you are currently serving on an MHA committee, council or task force, you will need to go through the nomination process to ensure consideration for the upcoming program year.

Members are encouraged to contact Sam R. Watson (swatson@mha.org) or Brenda Carr (bcarr@mha.org) at the MHA if they believe an issue requires membership attention and is not addressed by one of the current groups. Questions about the decision-making or appointment processes at the MHA should also be directed to them.