

MCINTOSH TRAIL MENTAL HEALTH/  
MENTAL RETARDATION/SUBSTANCE ABUSE  
COMMUNITY SERVICE BOARD

POLICY NO. 1006  
PAGE 1 OF 1

SUBJECT: COMMUNITY SERVICE BOARD/MEMBER  
JOB DESCRIPTION/OATH OF OFFICE

EFFECTIVE  
DATE: 06-28-02 (replaces 8-1-96)

APPROVED BY:

Reviewed (no changes): 03-16-05 02-02-10  
\_\_\_\_\_

Executive Director

---

POLICY

It is the policy of McIntosh Trail CSB to have a completed and signed job description for each appointed member. Members will be asked to review and sign the job description, no later than their first official Board meeting. Members review and sign the job description at the beginning of any additional term.

The job description is revised and updated on an as needed basis.

See Attachment No. 1 for the job description.

It is a requirement of the State of Georgia, O.C.G.A. 37-2-6(n), for each Community Service Board to take the oath of office (Attachment No. 2). This oath will be administered to each member by a notary public before or during their first Board meeting in attendance.

Attachments:

- No. 1 Job Description
- No. 2 Oath of Office