



**Regional Advisory Council (RAC)
Board Members & Officers Responsibilities Attestation Form**

Contractor Name:

Contractor Address:

The purpose of this form is to ensure that the Contractor's board members and executive officers of the RAC are aware of their responsibilities and administrative oversight requirements regarding the RAC Contractor's contract(s) with the Department of State Health Services (DSHS).

Each Contractor's governing board member and executive officer must sign this form within 60 days of being affiliated with the Contractor affirming his or her acknowledgement of personal accountability for contract funds. The Contractor must maintain the signed original form for inspection by DSHS. The Contractor governing board members and executive officers are required to sign only one form for all of the Contractor's DSHS contracts and contract attachments. Contractor may attach additional signature pages to this form, as necessary.

The undersigned Contractor board members and executive officers acknowledge and affirm that they understand the following responsibilities:

- Contractor and its governing board members and executive officers shall bear full responsibility for the integrity of the fiscal and programmatic management of its organization.
- Each member of Contractor's governing board and its executive officers shall be accountable for all funds and materials received from DSHS.
- The Contractor governing board members and executive officers must establish and maintain adequate internal controls to ensure fiscal integrity, accountability, and to safeguard assets.
- The Contractor governing board members and executive officers must ensure that its organization follows Generally Accepted Accounting Principles when preparing financial statements, and observes fund accounting practices to ensure integrity among specific contracts or grants.
- The Contractor's governing board members and executive officers shall comply with DSHS Rules, policies, procedures, and applicable federal and state laws and regulations; and correction of fiscal and program deficiencies identified through self-evaluation and DSHS's monitoring processes.
- Contractor's governing board shall ensure separation of powers, duties, and functions of board members and staff. Staff members, including the executive director or administrator, shall not serve as voting members of the Contractor's governing board.

DSHS provides on-line training for members of Contractor's governing board members and executive officers, which may be viewed through the Contractor Board Training link on the DSHS website at ["What Every Non-Profit Board Member Needs to Know"](#). This training is not mandatory; however, board members and executive officers are encouraged to view and take the training, which contains practical advice concerning properly conducting board business, and which advises board members of their joint and individual responsibilities with regard to the contract(s) and contract funds. Keep the original signed copy in the RAC records for auditing purposes.

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