

River Hills Community Health Center

Board Member Job Description

Each Board member is responsible for providing governance to the organization, insuring its financial well-being, representing the organization to the community, and accepting ultimate legal authority for it. To fulfill these responsibilities, Board members generally must:

1. Regularly attend scheduled monthly Board meetings and any special Board meetings that are called.
2. Stay informed about Board matters, prepare well for meetings and review and comment on minutes and reports.
3. Commit, on average, a minimum of eight hours per month toward Board related activities; including preparing for and attending meetings and outside activities; volunteer and actively participate in committee work; and willingly accept assignments and complete them thoroughly and on time.
4. Get to know other Board members and build a collegial working relationship that contributes to consensus.
5. Actively participate in the Board's annual planning efforts and evaluation process.
6. Actively participate in fundraising for the organization including participating in the organization's major campaigns.
7. Serve as an advocate of the organization.
8. Maintain the confidentiality of any information given to the Board members.
9. Maintain knowledge of current programs and staff of the organization.
10. Be loyal to the organization, its by-laws, policies, and mission.

Specific Primary Duties:

Planning

- Approve the organization's mission statement, vision statement and core values.
- Develop and approve a 3-5 year strategic plan for the organization.
- Annually assess the environment in which the organization functions and approve necessary strategic changes.
- Annually review and approve the organization's healthcare plan, operational plan, grant application including budget.
- Approve major policies of the organization, such as capital expenditures and major program/service changes.

Organization

- Hire, monitor, and evaluate the Chief Executive Officer (CEO) as well as advise, support and reward.
- If necessary, terminate CEO when appropriate.
- Insure CEO succession is properly provided for.

- Recruit new board members and fill vacancies as needed within the requirements of the CHC program.
- Annually approve the evaluation of the Chief Executive Officer and establish compensation.
- Participate on at least one Board committee.
- Annually review the performance of the Board and take steps to improve performance.

Fiscal

- Be assured that the Board is adequately and currently informed of the condition of the financial organization and its operations.
- Develop, approve and participate in achieving the organization's funding plans and financial goals.
- Be assured that published reports properly reflect the operating results and financial condition of the organization.
- Ascertain that management has established and enforces appropriate internal controls and conflict of interest policies.