



Valley-Wide Health Systems

Board Member Job Description

Updated and Approved by the Valley-Wide Board of Directors: May 26, 2021

Mission:

Valley-Wide Health Systems is committed to providing high-quality, safe, effective and integrated health care services in a respectful and inclusive manner for all with special consideration for medically underserved populations.

Vision:

To be the innovative community leader in advancing the highest level of whole-person health for all.

Values:

Excellence: Striving for perfection, especially in quality patient care.

Integrity: Adhering to the highest standards of moral and ethical values and principles.

Sustainability: Ensuring survival to continue providing exceptional health care to all.

Teamwork: Strong and cohesive teams both internally and externally

Leadership: Accountability within and being a premier organization within the community.

Equitable: Ensuring patients get the same excellent health care regardless of their status.

Board Member Responsibilities:

Each individual member of the health center's board is expected to:

- Be informed about the health center's vision, mission, strategic plan, and services.
- Regularly attend board meetings.
- Participate actively in at least one committee.
- Prepare for board and committee meetings by reading materials in advance.
- Review data and information provided to the board to make informed decisions.
- Ask questions.
- Share the patient perspective (patient members) and the community perspective (patient and community members) to inform board decision-making.
- Support decisions after they are made.
- Assure the needs of the community are represented in the health center's strategic plan.
- Follow the health center's bylaws and policies.
- Participate in the process to review and update the bylaws and policies.
- Help to ensure the center is operated in compliance with applicable Federal, State, and local laws and regulations.
- Sign the annual conflict-of-interest disclosure and update it during the year when needed, as well as disclose potential and actual conflicts and recuse themselves from discussion and decision-making when appropriate.

- Maintain confidentiality about all internal matters of the health center.
- Assist the board in carrying out its responsibilities for the Health Center Program and participate in the Operational Site Visit.
- Participate in the approval of the annual budgets by reviewing the budgets and asking questions.
- Assist the board in carrying out its fiduciary responsibility by reviewing financial statements, budgets, the audit, and other financial information.
- Assist the board in quality oversight by understanding the board’s role and reviewing data and information shared with the board.
- Participate in the selection of the CEO when applicable.
- Support the CEO.
- Participate in the evaluation of the CEO and the board’s own evaluation.
- Recommend possible candidates to the board to the committee responsible for board recruitment and assist in board member recruitment when requested.
- Serve as active advocates and ambassadors for the organization.
- Participate in board orientation and ongoing education.

Board Meetings:

Held every month on the last Wednesday of the month at 5:30pm

Committee Meetings:

- Executive Committee: Held every month on the third Tuesday of the month at 5:30pm
- Finance Committee: Held every month on the last Wednesday of the month at 4:00pm
- Compliance Committee: As needed
- Committee of the Whole—Recruitment and Retention: As needed
- Committee of the Whole—Legislative Committee: As needed
- Quality Assurance/Quality Improvement: Third Wednesday every other month at 8:00am (January, March, May, July, September, November)

Board Member Name: _____

Board Member Signature: _____

Date: _____