



Board Member Job Description

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: The pursuit of consistent, superior performance and quality in all aspects of the organization.

Integrity: Doing the right thing, even when it is hard.

Reliability: Consistently providing access to those we serve and being a pillar for our communities.

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 Two committees.
- 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 budget by reviewing the budget 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 (Required per By-Laws) 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:

Every Board Member is expected to participate in a minimum of 2 committees (per the Bylaws).

- Executive Committee: Held every month on the Monday before the board meeting at 5:30pm
- Finance Committee: Held every month on the last Wednesday of the month at 12:00pm
- Behavioral Health Advisory Board: Quarterly – March, June, September, December on the second Tuesday.
- Quality Assurance/Quality Improvement: Quarterly – January, April, July, and October on the third Wednesday.
- Bylaws Committee: Quarterly Meeting scheduled at noon.
- Nominating Committee (all new board members will serve on this committee their 1st year): September – November meetings as needed and scheduled by the committee.

Board Member Name: _____

Board Member Signature: _____

Date: _____