

BOARD MEMBER JOB DESCRIPTION



POSITION

Member, Board of Trustees

POSITION SUMMARY:

A Board Member is responsible for acting as a trustee on behalf of the facility's constituents, including the community, contributors, staff and government. A Board member has the primary responsibility for fulfillment of the facility's mission and the legal accountability for its operations by establishing a clear facility mission and vision, forming a strategic plan to accomplish the mission, and overseeing and evaluating the plan's success, hiring a competent Administrator/CEO, ensuring financial solvency, interpreting and representing the community and facility. A Board Member must also advise, govern and oversee policy and direction and evaluate the programs and services of the facility.

DUTIES AND RESPONSIBILITIES:

1. Determine, define, protect and advance the facility's mission and purpose
2. Select, support, monitor, advise, evaluate, compensate and remove Administrator or CEO if necessary
3. Oversee and promote positive relationships with the Medical Staff and take action on hospital privileges for providers and allied health care professionals
4. Ensure effective organizational planning, short/long term direction and strategic plan
5. Ensures adequate resources, takes responsibility for financial stability. Manages resources effectively, safeguards the assets, promotes financial viability via the budget and financial oversight and investment management, approves budget if appropriate
6. Determine and monitor the facility's programs and services. Monitors and seeks continuous improvement in the quality of care and facility services. Takes action to improve, modify or eliminate programs to maintain organizational excellence
7. Enhances the facility's image and advocates on its behalf. Informs others about our facility. Represents/communicates the community's needs to our facility
8. Serve as a court of appeal
9. Assists in assessing/evaluating the Board's performance. Establishes Board objectives and monitors degree of achievements
10. Assures the facility is in compliance with all laws that relate to its activities. Assures the facility meets regulatory, accreditation, and legal requirements
11. Recruit and mentor new Board members. Oversees new member selection and orientation. Assures continuing Board education to maintain effective Board function and structure. Keeps up-to-date on developments in the health care field
12. Promote and maintain positive external relationship with the community, local businesses, government, funding sources and other health related organizations
13. Acts with the highest integrity to promote hospital-based health care that meets the needs of the community

14. Attends and actively serves on at least one committee and participates in decision making. Attends all special events
15. Attend monthly Board meetings. Informs Board President of necessary absences. Reviews agenda and supporting materials prior to Board and committee meetings
16. Familiarizes self with the history and operations of the facility, policy manuals, budgets and financial statements.
17. Performs the Duty of Care, Duty of Loyalty and Duty of Obedience according to NDCC statute 10-33 Non-profit Corporations
18. Adheres to the conflict of interest and confidentiality policies, Sarbanes-Oxley for Non-profit Organizations

Qualifications:

1. Understands and has the desire to serve the community and its needs
2. Possesses a passion and deep concern for LPH's mission and vision
3. Willingness and flexibility to commit time for Board meetings, committee meetings, planning sessions and special events
4. Ability to analyze, think clearly and creatively. A team player or works well in a group. Builds a collegial working relationship that contributes to the Board
5. Good listener and is thoughtful when considering issues
6. Enthusiastic and positively promotes the facility within the community
7. Interest in learning about the facility
8. Possesses professional skills
9. Is trustworthy in all that they do, demonstrates humility and authenticity when interacting with others
10. Honest, open and direct with communications, possess sensitivity to and tolerance of differing views
11. Respectful to others, possesses a friendly, responsive caring manner. Possesses community building skills, personal integrity, a sense of values, and a genuine concern for the facility's development
12. Consistently acts in an ethical manner
13. Ability to prepare for and attend Board and committee meetings, ask questions, take responsibility and follow through on a given assignment
14. Ability and desire to develop skills if you do not already possess them, cultivate and solicit funds, recruit Board members and other volunteers, understand financial statements, learn more about the programs and services provided
15. Must have technological knowledge, access and the capability to use it

General Qualifications. Candidates for election or appointment to the Board of Trustees shall be residents of the Corporation's Service Area and shall meet the following qualifications:

Be a member of the Corporation;

Demonstrate the basic qualities enumerated in the Corporation's Mission, Vision, and Values, which include integrity, compassion, accountability, respect, and excellence;

Be committed to upholding the purposes, Mission, Vision, Values and general policies of the Corporation;

Have the ability to participate effectively in fulfilling the responsibilities of the Board of Trustees, and have the willingness and ability to devote necessary time to Board activities;

Have particular experience or expertise necessary or desirable for the governance of the Corporation and reflect, when considered in conjunction with the entire Board of Trustees, a cross section of the community possessing, to the extent reasonably possible, a range of skill sets, professions, and knowledge, including, but not limited to, finance, business, marketing, education, social services, and medical expertise;

Be able and willing to participate in Board educational programs and to serve on Committees of the Board;

Be able to apply experience and expertise to Board decisions objectively and realistically;

Have knowledge of the health care market in the Corporation's Service Area;

Recognize and protect the confidential nature of the information discussed at meetings of the Board and its Committees; and

Not participate in any business or other activity that is in direct competition with the activities of the Corporation unless the Members or Board, as appropriate, makes a determination that the benefits of having the person serve on the Board outweighs the conflict of interest created by such competition.

I have received and understand the requirements of the position and general terms for the position of Board Member. I have read and will adhere to Langdon Prairie Health's Code of Ethics, Conflict of Interest and Confidentiality policies and will abide by all governing by-laws. While participating as a Board member, my first allegiance and priority will be my fiduciary responsibility and liability to LPH and the community for whom I will be representing.

Signature

Date