



Board Chairman Job Description and Expectations

Purpose: To advise, govern, oversee policy, and assist the general promotion of **The Hospital Cooperative** so as to support the organization's mission and needs.

Major responsibilities:

- Oversees board and committee meetings.
- Coordinates executive director's annual performance evaluation and compensation.
- Oversee nominating committee's recruitment of new board members.
- Works in partnership with the executive director to ensure board resolutions are implemented.
- Assists executive director in preparing agenda for board meetings.
- Calls special meetings if necessary.
- Appoints all committee chairs/recommend who will serve on all committees with the executive director.
- Oversees searches for a new executive director.
- Periodically consults with board members on their roles and help them assess their performance.

Meetings and time commitment:

- Monthly meetings with the executive director and attendance of special meetings as needed. Respond and review correspondence from executive director weekly.
- The board of directors meets monthly. Meeting times are the 1st Thursday of each month from 10am-1pm, unless otherwise agreed upon.
- Board members are may be asked to attend special briefings, meetings and events as needed.

Expectations of board members:

- Prepare for, attend and participate in meetings, briefings and events on a regular basis.
- Participate on ad-hoc or standing committees as necessary.
- Be alert to concerns that can be addressed by The Hospital Cooperative mission, objectives, and programs.
- Help communicate and promote The Hospital Cooperative mission and programs to the community.
- Be aware of and abstain from any conflict of interest.