



Board of Directors 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:

- Prioritize Cooperative's interests and organizational welfare at board meetings.
- Organizational governance and advisement
- Oversight of policies
- Financial management, including adoption and oversight of the annual budget
- Review of organizational reports
- Leadership Review
- Promotion of the organization

Meetings and time commitment:

- The board of directors meets monthly. Meeting times are the 1st Thursday of each month from 10:00 am-1:00 pm, 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.