



## **ORHQN** **BOARD MEMBER JOB DESCRIPTION**

September 10, 2012

**Position Title:** Board Member

**Reports To:** Board Chairperson

**Accountable To:** Board as a whole; ORHQN membership.

**Purpose:**

- To act as a voting member of the board with full authority and responsibility to participate in the development and monitoring of the ORHQN strategic business plan;
- To provide input into development of and monitor adherence to governing and operating policies, procedures and regulations for the operation of the ORHQN;
- To monitor the ORHQN's financial health, programs and overall performance; and to provide the executive director with the resources to meet the needs of those the ORHQN serves.

**The full board's responsibilities:**

- 1) Hire and evaluate the executive director.
  - Each board member will be responsible to contribute to the executive director's annual performance evaluation.
- 2) Establish policy;
- 3) To contribute to, and ultimately approve, the development, updating, and routine review of progress associated with the ORQHN Strategic Plan.
  - Periodic review of the outcomes and metrics utilized to measure and evaluate performance to plan.
- 4) Aid (as requested) in cultivating and securing adequate funding for the ORHQN ;
- 5) Approve the ORHQN annual budget, audit reports, and applicable business decisions; remain informed of, and ensure compliance with, all legal and fiduciary responsibilities.

## ORHQN Board Member Job Description - 9/12

### **The full board's responsibilities: (continued)**

- 6) Assist the Executive Director and the ORHQN Board Chair in identifying and recruiting new Board Members.
- 7) Review, approve, and monitor adherence to annual operating budget .
- 8) Select and support the ORHQN's board officers and periodically participate in review of self and board performance;
- 9) Adopt key operating policies and procedures; approve contracts as appropriate.
- 10) Monitor and evaluate current ORHQN programs.

### **Individual board member's duties:**

- 1) Make best efforts to comply with Board meeting attendance policy and other ORHQN sponsored activities and events. (see attached policy)
- 2) Become and remain knowledgeable about the ORHQN;
- 3) Come to board meetings well-prepared and well-informed about issues on the agenda;
- 4) Contribute to meetings by expressing your point of view;
- 5) Consider others' points of view, make constructive suggestions and help the board make decisions that benefit those the ORHQN serves;
- 6) Serve on a minimum of one committee and accept special assignments as requested and available.
- 7) Positively represent and promote the ORHQN and its programs to peers, stakeholders, individuals, the public, and other organizations; serve as a goodwill ambassador for the organization;
- 8) Promotes transparency; disclose potential conflicts of interest.
- 9) Support the ORHQN through organizational dues and program participation; Assume board leadership roles when asked;
- 10) Keep the executive director informed about any concerns the membership has expressed.