

Frederick County Health Care Coalition
Board Member Expectations
(Adopted 06/01/22)

Mission Statement of the Coalition: Improve wellness and resiliency to equitably impact the lifelong health of all Frederick County residents.

The Board of Directors, acting as a single entity, is legally and ethically responsible for all activities of the organization. Individual board members have an obligation to uphold the standards of conduct set for them by the board and applicable laws.

The Board is responsible for:

- Establishing the mission of the organization
- Determining how the organization carries out its mission through long-range and short-range planning and review
- Hiring, supervising, evaluating and supporting the Executive Director
- Establishing policies that ensure best practices are followed
- Ensuring legal compliance
- Acquiring and maintaining resources
 - Adopting an annual budget
 - Providing ongoing fiscal oversight
 - Engage Auditor or initiate an independent financial review
 - Review Form 990 prior to its submission
 - Insuring the organization has the financial resources necessary to carry out its mission
- Maintaining the Board
 - Recruiting new members
 - Orienting and training Board members
 - Develop Board leadership to maintain continuity and institutional knowledge
- Providing oversight to ensure the organization is making progress in achieving its mission

Responsibilities of Directors include:

- Understand and promote organization's mission
- Gain a working knowledge of the organization's Local Health Improvement Planning (LHIP) Workgroups, the most recent Community Health Needs Assessment (CHNA) Report, and any other programs or initiatives.
- Support the CHNA/LHIP process
- Be a working member of at least one Board committee
- Assisting in recruitment (membership/client/patron/learners/consumers etc.)
- Advocate for the organization
- Help to educate the community
- Identifying and/or avoid conflicts of interest
- Offer if not asked to participate in activities you can help with
- Ask questions

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- Be respectful of differing opinions
- Be open minded to diverse ideas
- Actively participate in Board meetings, annual Board planning retreat, and annual meeting
- Participate in annual Board self-assessment
- Review Board meeting materials before the meeting

Time Demands (approximate)

- Attend and actively participate in at least 75% of Board meetings in a 12-month period.
 - Typically 12 board meetings, 1st Wednesday of the month, 11:00am to 12:00 pm.
 - As per the Coalition’s Bylaws, failure to attend 3 or more consecutive meetings, without cause, may result in removal from office.
- Board Committee: 1-3 hours per month, or as needed
- Annual Board planning meeting or retreat (3-5 hours estimate) (if scheduled)
- Attend at least two events per year (2 hours each or 4 hours total estimate) (if scheduled)
- Participate in a one-time orientation for new Board members (approximately 1 hour)
- Review of monthly Board meeting materials (30 minutes to 1 hour); materials will be sent out at least five days prior to the meeting

Board Responsibilities to Board Members

- Maintain Directors and Officers Insurance
- Send meeting materials in a timely manner

I acknowledge that I have received a copy, read and understood the Board Member Expectations for the Frederick County Health Care Coalition.

By signing below, I agree to abide by the policy guidelines as a condition of my position as a member of the Frederick County Health Care Coalition Board of Directors.

Signature of Board Member

Date

Board Member Name (Please print)

(Board Member Expectations-06.01.22-approved-final)