

Our Mission: *Improve the health of our community by providing high quality, caring, culturally appropriate primary health care that addresses the needs of people regardless of their ability to pay.*

Board of Directors – Application Form
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Name _____

Address _____

City _____ Zip _____

Phone (day) _____ (evening) _____

Email address _____ Occupation _____

Country Doctor Community Health Centers’ Board meetings are held on the fourth Tuesday of each month from 6:00-8:00pm. Committees meet monthly for approximately two hours (evening). Could you commit a *minimum* of six hours per month to prepare for and participate in these meetings?

Yes

No

Why are you interested in serving on Country Doctor Community Health Center’s Board of Directors?

Do you have professional or volunteer experience that would help you contribute to the work of the Board (e.g., advocacy, fundraising, public relations, finance, legal, board experience, partnering with community groups, leadership, program planning and evaluation, personnel)? If yes, please describe.

Are you currently involved in other volunteer activities? If so, please describe.

Country Doctor Community Health Centers has three (3) standing Board committees. Please rank these committees in the order of your preference (1 = highest preference).

- _____ Finance Committee: monitors the financial stability of the organization.
- _____ Membership Committee: recruits new Board members and assures that each Board member understands and fulfills his or her responsibilities and commitment.
- _____ Program Committee: monitors programs and services provided by the organization.

Is there additional information you would like us to consider? (Feel free to attach your resume.)

Are you a patient of Country Doctor Community Clinic or Carolyn Downs Family Medical Center?

- Yes
No

Thank you for your interest in Country Doctor Community Health Centers! You can expect to hear from us in the next few weeks.

Please mail your completed application to:

Jason Owens, Executive Director
Attention: Christa Lilly, Executive Assistant
Country Doctor Community Health Centers 500 19th Ave East Seattle, WA 98112

Or email completed application to: cmlilly@cdhc.org

Questions? Please contact Jason Owens at jlowens@cdhc.org or Christa Lilly at cmlilly@cdhc.org

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Are you interested in giving back to CDCHC? Read more to see how you can get involved!

Country Doctor Community Health Centers' Board of Directors is recruiting patients to serve as board members

Are you:

- ❖ Committed to the mission of Country Doctor Community Health Centers?
- ❖ Able to attend and participate in:
 - ❖ Monthly board meetings, held on the 4th Tuesday of the month at 6.00 pm,
 - ❖ Monthly committee meeting (evening),
 - ❖ Annual 2-day board retreat, and
 - ❖ Special activities and events?

The typical time commitment each month is 6-8 hours.
Assistance with transportation and babysitting is available.

⇒ The Country Doctor Community Health Center Board is particularly looking for individuals who can share the perspective of people who use our services.

What is the Board of Directors?

The board is a group of people representing the clinic's patients and the community. The board keeps apprised of the clinic's services, finances, and overall opportunities and challenges. The board makes guiding decisions, and it is ultimately responsible for the success of the organization.

Basic Responsibilities of the Board of Directors

- ❖ Continually re-examine and re-define the mission, objectives, and values of the organization.
- ❖ Hire and assure the performance of the Executive Director.
- ❖ Ensure adequate resources and manage resources effectively.
- ❖ Ensure effective organizational planning.
- ❖ Determine, monitor, and strengthen the organization's programs and services.
- ❖ Ensure legal and ethical integrity and maintain accountability.
- ❖ Manage the Board itself, so that it is productive and effective in exercising its other duties.
- ❖ Recruit and orient new board members and assess board performance.
- ❖ Serve individually and corporately as public and political advocates for the mission and activities of the organization.

We are especially looking for individuals with these skills and attributes:

- ❖ Ability to: listen, analyze, think clearly and creatively, and work well with individual people and groups.
- ❖ Willingness to: prepare for and attend board and committee meetings, ask questions, take responsibility and follow through assignments, make tough decisions.
- ❖ Possess: honesty, sensitivity and openness to differing views; personal integrity; a sense of humor.
- ❖ Willingness to develop certain skills if you do not already possess them, such as to: learn more about the clinic's programs; read and understand financial statements.

Your rewards for serving:

- ❖ Honor of serving these clinics and the community.
- ❖ Satisfaction that you are contributing to a 'greater good'.
- ❖ Build relationships with other board members, including patient and community representatives.
- ❖ Develop skills you wish to strengthen.

JOB DESCRIPTION: Executive Committee

Last Revised: February 2020

STAFF: Executive Director

The Executive committee is chaired by the Chairperson of the Board, and consists of the Chairperson, Vice-Chairperson and at least three other Board members. Ideally, all officers and committee chairs are on the Executive Committee. The membership of the committee will be approved by the full Board.

The Executive committee shall:

1. Conduct the business of the Board between Board meetings as authorized by the Board as a
 1. whole.
2. Coordinate the work of the committees of the Board, by serving as a forum for discussion of committee activities and issues of importance. In this role the Executive Committee may also assign projects or tasks to specific committees.
3. Support the work of the Executive Director by providing an arena in which concerns, emergency issues, and/or critical activities can be raised and discussed.
2. Plan monthly Board meetings.
3. Organize a process to review the Governance Principles every 3 years.
4. Determine when the board needs a new strategic plan, determine the objectives of strategic retreats, identify a facilitator, and draft the agenda. As part of the strategic planning effort, the EC reviews the strategic work plan and determines whether board oversight is needed in a new area. If so, the EC recommends the creation of a new committee.
5. Make decisions when time does not permit awaiting the next scheduled Board meeting. Call for special meetings when necessary.
4. Develop a board education plan.
5. Update the CDCHC Statement of Ethics as needed.
6. Develop a format for board self-evaluation, and respond to the evaluation by recommending an improvement plan to the board.
7. Establish a nominating committee two months before the Annual Meeting, or designate the Membership Committee to fill this role, or serve as the nominating Committee.
8. Ask the Board Chair to step down in the event the Chair is deemed unable to perform the role effectively.

JOB DESCRIPTION: Finance Committee

Last Revised: February 2020

STAFF: Chief Financial Officer (CFO)

It is the responsibility of the Finance Committee to oversee the financial affairs of the corporation. The Finance Committee assists the board to fulfill its legal fiduciary duty of care (Governance Principle Twelve) and to understand the importance of, and fulfill its responsibility for, promoting the organization's financial health (Governance Principle Thirteen). This shall be accomplished by:

1. Assuring a process is in place for development of the annual operating and capital budgets, reviewing the budgets prepared by staff including salary and benefits adjustments, and making recommendations to the board for approval of the budgets in advance of each fiscal year.
2. Reviewing the financial statements and presenting them to the board on a monthly basis and reviewing other finance related reports such as investment reports and loan covenant compliance.
3. Reviewing unbudgeted requests for expenditures of more than \$10,000 and making recommendation to the board.
4. Recommending an audit firm for the board to hire and conducting an RFP at least every five years.
5. Meeting with the audit firm to review audited statements and findings in detail before they are presented to the board and assuring the corporation complies with audit requirements.
6. Recommending to the board the investment or disposition of funds, selecting the investment manager, reviewing investment performance, and developing investment policy, objectives, and procedures.
7. Recommending check signature and credit card authority to the board.
8. Advising the board about financial risks faced by the corporation including new programs or projects, financial trends, and audit results.
9. Reviewing and recommending to the board fee schedule charges and sliding fee scale adjustments.
10. Reviewing and recommending to the board the allocation of designated reserves.
11. Reviewing and updating the financial policies of the corporation.
12. Completing other tasks related to the financial affairs of the corporation as required.

JOB DESCRIPTION: Program/Personnel Committee

Last Revised: January 2020

STAFF: Executive Director

For clinical responsibilities: Medical Director

For Q.I. responsibilities: QI Manager

It shall be the responsibility of the Program Committee to oversee all program and personnel matters. This shall be accomplished by:

1. Monitoring clinic program utilization and making recommendations to the full Board concerning program reduction or expansion.
2. Monitoring programmatic reports periodically and reporting to the Board, as needed.
3. Reviewing and making recommendation to the full Board regarding approval of personnel policies.
4. Serving as a patient grievance committee when requested, as is as outlined in patient grievance procedures.
5. Reviewing and making recommendation to the Board regarding the personnel and program portions of the Operating Budget.
6. Serving as the Quality Improvement Committee of the Board of Directors by:
 - a. *Reviewing and adopting annually the organization's definition of quality.*
 - b. *Reviewing and approving the Quality Improvement Plan.*
 - c. *Reporting to the full Board changes in patient needs and barriers to quality care, with recommendations for changes in CDCHC programs.*
 - d. *Reviewing and making recommendations to the full Board regarding CDCHC's credentialing and privileging policies and procedures; approving provider credentialing and privileging.*
 - e. *Reviewing summaries of Quality Improvement Committee meetings, including results of patient satisfaction surveys, and summaries of patient grievances.*

JOB DESCRIPTION: Membership Committee

Last Revised: March 2010

STAFF: Executive Director

It is the responsibility of the Board Membership committee to recruit new board members and assure that each board member understands and fulfills his or her responsibilities and commitment as a board member. The Committee will:

1. Develop and implement a plan to recruit Board members who reflect the communities served.
2. Develop and oversee orientation and mentoring processes for prospective and new Board members.
3. Develop and implement a Board retention plan to include, for example:
 - exit interviews with people leaving the Board,
 - periodic surveys of Board members to determine ways to improve Board operations.
4. Conduct a periodic assessment of Board effectiveness, as individuals as well as a group, and recommend Board and individual development plans to the Executive Committee.