

Oregon Public Health Association Policy Manual

Policy Type: Governance Process

Policy Name: Director's Job Description

Position:	<u>Board Member</u>
Time commitment:	5-20 hours month (meetings, preparation, consultation)
Term:	Three years, appointed or elected annually at the Annual Business Meeting

Accountability

The members of the Board of Directors are collectively accountable to the membership, funders and other stakeholders. They are accountable for the Association's performance in relation to its mission and strategic objectives and for the effective stewardship of financial and human resources.

Authority

Individual board members have no authority to approve actions by the Association, to direct staff, or to speak on behalf for the Association, unless given such authority by the board.

Responsibility

Board members are responsible for acting in the best long-term interests of the organization and its membership and will bring to the task of informed decision-making, a broad knowledge and an inclusive perspective. To that end they bring their public health skills, business and leadership skills, professional affiliations, and resource development skills to benefit Oregon Public Health Association and serve its mission.

General Duties

Every member of the Board of Directors is expected to do the following:

- Prepare for and attend board meetings
- Serve on at least one board committee
- Work as a team member and support board decisions
- Participate in the review of the Association's mission and objectives and the development of a strategic plan
- Monitor the performance of the organization in relation to objectives and core values
- Approve the budget and monitor financial performance in relation to it

- Participate in fundraising for example finding potential sponsors for the conference, making asks
- Abide by the by-laws, code of conduct and other polices that apply to the board
- Establish, review and monitor polices that guide core operational practices (eg. financial management, human resource management)
- Participate in hiring and releasing the Key Staff
- Participate in the evaluation of the Key Staff
- Participate in the recruitment of new board members
- Participate in the evaluation of the board itself
- Participate in helping OPHA reach our goal of 100% board giving
- Attend and participate in the Annual Business Meeting and the Annual Fall Conference
- Keep informed about community issues relevant to the mission and objectives of the Association

Qualifications

The following are considered key job qualifications:

- Knowledge of Oregon's population and its community health needs
- Commitment to Oregon Public Health Association's mission and strategic directions
- A commitment of time
- Openness to learning

Evaluation

The performance of directors is evaluated annually in the context of the evaluation of the board and is based on the carrying out of duties and responsibilities as outlined above.

Removal of a Board Member

A director may be removed from the board, by majority vote, if absent from three meetings without reasonable cause.