



**Strengthening Oklahoma's Safety Net,
One Community At A Time**

Board Bulletin

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CHC Board Member Job Description

Duties and Responsibilities

While the responsibilities of the individual board member and those of the board as a whole should complement each other, they are fundamentally different. Board members as individuals have no special privileges or authority but they are expected to meet standards of personal conduct that are higher than those usually expected of other types of volunteers. Duties and responsibilities of individual board members include:

- To put the interest of the health center above any personal or other business interest
- To maintain the confidentiality of board information
- To attend board meetings regularly, participate actively and serve on at least one committee
- To review information and data provided to the board and make informed decisions
- To exercise reasonable business judgment in the conduct of board business
- To participate actively in board issues by critiquing reports and providing innovative resolutions to problems
- To assure that the needs and interest of the community are represented in plans and decisions regarding services to be offered by the health center

Required Knowledge and Skills

- Understanding of the concept and operation of a health center
- Ability to read and understand standard financial statements
- Ability to work with others on the board and in a community setting
- Training and/or experience in one or more of the following areas is desirable
- management - financial management - law - personnel management - health care delivery - marketing/
public relations - employee relations - community affairs

Duty of Care, Loyalty and Obedience

The **duty of care** means that the board member is expected to exercise the same level of judgment that any other competent and prudent person would exercise in a similar situation. **Duty of loyalty** is being faithful to the organization -- never use information obtained as a board member for personal gain. Health centers must develop specific written policy regarding how to handle a potential conflict of interest -- a conflict between the private interest and public obligations of a person in an official position. Once the board makes a decision or sets policy, the individual board member must exercise the **duty of obedience** and is not permitted to act in any way inconsistent with that policy or the goals of the center, ensuring that public trust is never compromised.

If you have questions or want further information, please contact OPCA as listed below. Please take a few moments and **complete the brief attachment** and return via **fax (405-424-1111)** or e-mail jgrant@okpca.org.

- _____ Would you like more information on OPCA Board Training opportunities?
How long have you been a board member? _____ years
- _____ Are you familiar with your health center's "Conflict of Interest" policy?
- _____ Would you like education on reading and understanding standard financial statements?

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Primary source for OPCA Board Bulletins is the Governing Board Handbook, 2000 developed by U.S. Department of Health and Human Services, Health Resources and Services Administration (HRSA), Bureau of Primary Health Care (BPHC), Bethesda, Maryland. Funded by HRSA/BPHC.