



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

## **Board Bulletin**

**Volume 1, Number 5 • May 2003**

### **CHC Board Officers and Committees**

#### **Officers**

CHC Board officers play a vital role in guiding board operations, and a position as a board officer involves a significant commitment of time and effort as well as knowledge and leadership ability. Typical officers are as follows:

- **Chairperson** - the team builder, liaison between board and CEO, planner - from large-scale issues to agendas, facilitator, delegator. The chairperson keeps the group organized, prods the group to move ahead, set rules for internal discipline, and tries to help the group make sound decisions.
- **Vice-chairperson** - backup chairperson and logical successor to chair, leads committees and heads up special assignments. The vice-chair must be prepared to take over for chairperson if necessary.
- **Secretary** - responsible for minutes, which are the legal documents of the meeting; they are a record of actions, attendance, and decisions made at the meeting. The secretary doesn't have to physically record the minutes but is responsible for their accuracy and completeness and must review and sign the minutes before they are forwarded to the entire board.
- **Treasurer** - responsible for making sure adequate financial records are kept, that accurate and timely financial reports are delivered to the board, and that the center's finances are audited annually. However, this does not mean that the treasurer is responsible for managing the center's finances - that is the job for salaried staff.

#### **Committees**

Much of the board operations work is done by committees. However, a vote by the full board is needed to set policy. Types of committees include:

- **Standing** (or Permanent) - executive, finance, personnel, planning and quality assurance
- The **Executive Committee** - may meet to conduct critical business that cannot wait until the next board meeting; however, all Executive Committee actions must be reviewed and approved by the full board.
- **Ad Hoc** (Temporary) - appointed by the board to study important issues as they arise (e.g., audit, CEO search, CEO evaluation, and grievance). Non-board members may be brought on to assist ad hoc committees.

#### **Committees Can:**

- Investigate/research
- Report
- Make recommendations

#### **Committees Cannot:**

- Set Policy
- Act on their own
- Interfere with the daily operation of the center

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](mailto: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 organization's internal rules for discipline?

\_\_\_\_\_ Have you reviewed your organization's most recent audit?

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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.**