

BOARD MEMBER JOB DESCRIPTION

The board must govern the Del Puerto Health Care District's efforts in carrying out its mission to provide, promote, and partner in quality healthcare for all in the communities it serves by fulfilling the Board's fundamental duty of oversight with respect, loyalty, and collaboration.

The board member must act in good faith and carry out their duties in a manner that is in the best interest of the organization, not the individual interests of the board member. Board members must meet higher standards of personal conduct and not seek special privileges or authority. The obligations of board service extend well beyond the expectations of attending meetings.

Board Time Commitment:

- Board meetings (monthly): 2-3 hours
- 1-2 Committee meetings (monthly): 1-3 hours each
- Meeting Preparation: 30 minutes - 1 hour per meeting
- Meetings with CEO (monthly): 1 hour
- Outside education/readings: 1-2 hours monthly
- Travel outside of local area: 1-2 times per year (2-3 days each)

Board Member Expectations:

- Know Del Puerto Health Care District's mission, purposes, goals, policies, programs, services, history, strengths, and needs.
- Perform the duties of board membership responsibly and according to the duties of care, loyalty, and obedience.
- Prepare for the policy discussions and decision-making required for governance excellence within the organization.
- Undertake special assignments willingly and enthusiastically.
- Avoid prejudiced judgments on information received from individuals and urge those with grievances to follow established policies and procedures through their supervisors.
- Avoid asking for special staff favors, including special requests for extensive information, without prior consultation with the CEO, board, or appropriate committee chairperson.
- Know the difference between the board's role and the role of the CEO.
- Support and counsel the CEO through complex relationships with groups.
- Participate annually in educational opportunities to remain current on changing trends and governance issues.

State Required Training:

- Ethics Education and Training (AB 1234) within the first six months of taking office and every two years after that – 2 hours
- Sexual Harassment Prevention Education and Training (AB 1661) within the first six months of taking office and every two years after that – 2 hours

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Recommended Training:

Board members can expand their knowledge and improve their skills through professional development opportunities for special and health care districts. Training resources include in-person and virtual education events, such as:

- California Special Districts Association (CSDA) – Special District Leadership Academy
- Association of California Healthcare Districts (ACHD) – Educational webinars; state and regional training opportunities
- CSDA or ACHD – Annual Conference

Board Meetings:

Board Meetings are the center of governance and significantly influence the quality of governance. Individual board members are expected to:

- Prepare for board and committee meetings, including appropriate organizational activities.
- Participate in board and committee meetings with forethought, courtesy, critical thinking and analyses, and attention to results.
- Ask timely and substantive questions at board and committee meetings consistent with the board member's conscience and convictions while simultaneously supporting the majority decision on issues decided by the board.
- Maintain confidentiality of the board's closed sessions, and speak for the board or district only when authorized to do so
- Suggest agenda items periodically for board and committee meetings to address significant, policy-related matters.
- Comply with the Brown Act: Open Meetings for Legislative Bodies, which governs all board and committee meetings.

Conflict of Interest:

Conflict of interest, confidentiality, and disclosure implies a code of conduct and ethical behavior. Board members should avoid using their power, position, or information from their situations to influence organizational activities and decisions. Individual board members are expected to:

- Fully understand the organization's definition of an independent director and disabling guidelines and be aware of his/her independence status and limitations in business ventures with or directly competing with the organization.
- Serve the district rather than any special interest group or constituency.
- Disclose any possible conflicts to the board in a timely fashion.
- Maintain independence and objectivity and act with a sense of fairness, ethics, and personal integrity, even though you may not be required to do so by law, regulation, or custom.
- Never offer or accept favors or gifts from anyone who does business with the organization.