

MYRTLE HILLIARD DAVIS COMPREHENSIVE HEALTH CENTERS, INC.

Board of Directors - Job Description and Expectations

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Myrtle Hilliard Davis Comprehensive Health Centers, Inc. (MHDCHC) so as to support the organization's mission and needs.

Mission or purpose statement:

Myrtle Hilliard Davis Comprehensive Health Center, Inc. is committed to providing comprehensive, high quality, safe affordable, and patient-centered healthcare to the medically under-served, insured, underinsured, and uninsured population. Ensuring access to medical care, for self-pay and under-insured service users, this is accomplished by offering a sliding fee scale option to help determine reasonable co-payments.

Major responsibilities:

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Personnel evaluation and staff development
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach

Length of term: Six years, which may be renewed up to a maximum of two consecutive terms, pending approval of the board.

Meetings and time commitment:

- The board of directors meets the third Tuesday of the month October through August, Noon, at MHDCHC Comp1. Meetings typically last 90 minutes.
- Attend and participate in the annual board retreat the second weekend in September.
- Board committees meet monthly.
- Board members are asked to attend special events and/or workshops as their schedule allows.

Expectations of board members:

- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by MHDCHC mission, objectives, and programs.
- Help communicate and promote MHDCHC mission and programs to the community.
- Become familiar with MHDCHC finances, budget, and financial/resource needs.
- Understand the policies and procedures of MHDCHC.
- Financially support MHDCHC in a manner commensurate with one's ability.