Board member responsibilities

Board members are responsible for determining MWHS policy in human resources, planning, finance, community relations, and organizational operations.

I. Human Resources - Board members have three key responsibilities in this area:

1. board membership, which includes recruiting new board members, recognizing and nurturing existing board members, and providing existing board members with opportunities to grow and develop as leaders;
2. executive director oversight, which includes hiring, termination, disciplining and ongoing evaluation of the executive director; and
3. personnel policies, which includes policies relating to the executive director’s employment, and ensuring that the executive director has complete and up-to-date policies in place for management of staff.

II. Planning - Board members have three key responsibilities in this area:

1. establishing and reviewing MWHS mission/philosophy/goals;
2. planning which services/programs MWHS provides; and
3. evaluating MWHS services/programs and operations on a regular basis.

III. Finance - Board members have four key responsibilities in this area:

1. ensuring financial accountability of MWHS;
2. overseeing an ongoing process of budget development, approval and review;
3. ensuring that adequate funds are available to support MWHS's policies and programs; and
4. overseeing properties or investments of the MWHS.

IV. Community Relations - Board members have three key responsibilities in this area:

1. ensuring that MWHS's programs and services appropriately address the needs of those we serve;
2. advocating for MWHS's services/programs, which includes an awareness that board members are always emissaries of MWHS in the community; and
3. cooperative action, which includes determining occasions when MWHS could/should take part in coalitions, joint operations, etc.

V. Organizational Operations - Board members have four key responsibilities in this area:
1. ensuring that MWHS's management systems are adequate and appropriate;
2. ensuring that the board's operations are adequate and appropriate, which includes writing policies for conduct of meetings and operation of board business;
3. ensuring that organizational and legal structure are adequate and appropriate; and
4. ensuring that MWHS and its board members meet all applicable legal requirements.

VI. Performance expectations for board members

In performing duties as a member of the MWHS board, every board member is expected to:

1. demonstrate a strong belief and commitment to MWHS's mission;
2. devote the necessary time to prepare for and participate in board and committee meetings;
3. exhibit high ethical standards and integrity in all board actions;
4. be an enthusiastic advocate for MWHS;
5. take responsibility and accountability for MWHS and all decisions made by the board;
6. spend the time necessary to learn how to do the job, and maintain an ongoing schedule of in-service to learn how to do the job better; and
7. demonstrate willingness to work as a team member with other board members and the executive director.