**MEDNORTH HEALTH CENTER**

**POSITION DESCRIPTION**

**POSITION TITLE: Member, Board of Directors**

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| **SUPERVISES:** | Chief Executive Officer | **LOCATION:** | 925 N. 4th Street  Wilmington, N.C. |
| **PREPARED BY:** | Board of Directors | **LAST REVISION:** | 11/12/2013 |

**SUMMARY:** Each MedNorth Health Center Board of Directors member participates in the “governing” of the Health Center. Governing means to provide leadership and guide the center in doing what it is intended to do. This requires an understanding of the mission, ensuring (preserving and developing) programs and services to fulfill the mission. It also requires providing a vision; a direction for the organization. The Board governs the present and plans for the future in a way that preserves the mission of the center.

**GENERAL EXPECTATIONS:**

1. Attend monthly Board meetings.

2. Actively support the Center by participating on at least one of the Board’s sub-committees.

3. Actively support the Center by recruiting and referring patients for care, regardless of income, insurance, and/or other resources.

4. Actively support the Center by providing volunteer time in your area of special expertise.

5. Actively support the Center by continuing to be or becoming a clinic user.

5. To maintain the confidentiality of Board information.

6. To review information provided to the members of the Board of Directors.

7. To exercise reasonable judgement in the conduct of Board business.

8. To participate active in Board issues by critiquing reports and providing innovative resolutions to problems.

**II. REQUIRED KNOWLEDGE AND SKILLS OF INDIVIDUAL BOARD MEMBERS:**

1. Ability to read and understand standard financial statements.

2. Understanding of the concept and operation of a Bureau of Primary Health Care (BPHC) funded Health Center.

3. Training and/or experience in one or more of the following areas:

a. Clinic user

b. management

c. health care delivery

d. law

e. financial management

f marketing/public relations

g. employee relations

h. personnel management

I. community affairs

j. social services delivery.

4. Ability to work with others in the Board and committee setting.

**III. OTHER:**

1. Board meetings are held monthly and last approximately two hours.