

## Qualifications, Roles and Responsibilities of Board Members

*The following information was taken directly from the Bylaws of Woodland Memorial Hospital. Please take a moment to review the information as part of your decision-making process. If you have any questions about the information contained here, please call 530.669.5356.*

### Qualifications

First and foremost, Hospital Community Board Members should be individuals who support the vision, mission, values, charitable and philanthropic goals of Woodland Healthcare and CHW. In addition, they should be regarded in their community as respected and knowledgeable in their field, contributing citizens in their community and knowledgeable about or willing to become educated about hospital and healthcare matters. Hospital Community Board Members must have the necessary talents and skills to competently consider the issues within the jurisdiction of the Board and meet such other qualifications that are established in policies adopted by the CHW Board.

### Roles & Responsibilities

Each member of the Community Board plays an integral role in the success of Woodland Healthcare, however three appointed leadership positions also exist that may require additional dedication and time. Each year these three positions are appointed by the Hospital Community Board.

#### **Chairperson**

The Chairperson presides over meetings of the Board, sets the agenda for such meetings, and exercise and performs such other powers and duties as may be, from time to time, assigned by the Board to the Chairperson.

#### **Vice Chairperson**

The Vice Chairperson presides over meetings of the Board when the Chairperson is absent and performs such other duties and responsibilities as may be assigned by the Chairperson.

#### **Secretary**

The Secretary keeps minutes of all meetings and actions of the Community Board showing: the time and place of meetings, actions and the names of those present at the meetings. In the case of special meetings, the Secretary keeps record of how the meeting was authorized and the notice given. The Secretary gives notice of all the meetings, keeps records of names and addresses of the Board Members and officers and performs other duties as directed by the Board or the Bylaws.

### Committees

The Hospital Community Board may establish other teams, work groups, task forces or committees, as it determines necessary. The following three committees have already been established:

- Quality Improvement Committee
- Medical Staff Relations Committee
- Healthy Communities Committee

### Term of Office

Each Board Member's term begins on July 1 of the fiscal year to June 30 of the following year. First-time Board Members are appointed for one year. Thereafter, the Board member is eligible for appointment for up to two consecutive three-year terms. No Board Member may serve more than a maximum of seven consecutive years.