



## **Board of Directors Position Description and Expectations**

*Open Arms Free Clinic's mission is to better understand and serve with compassion the health and wellness needs of low income, uninsured, and underinsured residents of Walworth County. As the first and only free medical and supportive care clinic in Walworth County, Open Arms provides services in areas of primary medical, dental, vision, behavioral health, lab, and pharmaceutical assistance.*

### **Purpose of Board of Directors:**

To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Open Arms Free Clinic, Inc. (O AFC) so as to support the organization's mission and needs.

**Board Members:** Board members support the work of O AFC and provide mission-based leadership and strategic governance. While the day to day operations are led by O AFC Executive Director, the Board-ED relationship is a partnership, and the appropriate involvement of the Board is both critical and expected.

**Responsibilities of the Board include:** Fulfilling the board's purpose requires certain expectations of individual board members.

- **Show Up:** Members must be expected to be present for regular board meetings. Regularly scheduled board meetings occur FIVE (5) times a year, usually every other month with a gap during the summer months. Meetings typically last 90 minutes and are expected to be attended in person (or virtually via Zoom). Meeting materials are sent to members in advance by email with a link to a Google Drive folder. Printed copies can be mailed in advance by request.
- **Participate:** Active participation at board and committee meetings is necessary to ensure proper financial controls are in place, to guide policy and program evaluation and development, and to better understand the needs of the organization to achieve its strategic goals. In addition to board meetings, board committee meetings focus on specific areas of the organization's operations. Each board member is expected to serve on at least one board committee. In order to participate effectively in board and committee meetings, board members need to review meeting materials IN ADVANCE of these meetings. The organization does seek financial support from individuals. While fundraising is not a primary function for board members, public support is best leveraged when 100% of board members have financially contributed to the mission. In addition, board members' contributions of time, talents, personal and professional networks, and leadership are necessary to support the duties and functions of the board.



- **Advocate:** Board members are expected to understand and promote the mission of the organization, and they are key advocates in creating and fostering critical linkages to resources for the advancement of the mission.
- **Evaluate:** Part of the governing process of the board of directors is to ensure management fulfills the organization's mission with high ethical standards. The efficacy and integrity of financial, program, and quality management reports are reviewed in board committees and at regular board meetings. The evaluation of ED performance and compensation is conducted by the board's executive committee. The board of directors evaluates its own performance via an assessment survey sent to and completed by all board members.

### **Board and committee meetings**

- The fiscal year is January - December. New board members typically begin in January for onboarding & orientation. The Board of Directors regular meetings are set the prior year on the 3rd Wednesday of the identified month. Special meetings occur as needed, although infrequent.
- Committees of the Board other than Finance, meet an average of two to four times a year, depending on their work agendas. Committees include:
  1. **Executive:** Board officers to review governance policy and annual evaluation of the Executive Director
  2. **Finance:** Review monthly financial reports
  3. **Investment:** Biannual investment performance reports and adherence to the investment policy
  4. **Fund Development:** Organizes special events to cultivate community support
  5. **Board Formation:** Evaluate board composition and Identify new board members
  6. **Patient Services:** Review patient care programs, operations, and outcomes
  7. **Patient Experience:** Develops mechanism to obtain feedback from patients and family members for program evaluation