



## **Expectations of and Benefits for NACCHO Board Members**

### **March 2019**

#### ***Background***

NACCHO's Board of Directors (Board) serves to provide leadership and governance for the organization. The 24-member Board, per bylaws amended and adopted in February 2018, works in partnership with the Chief Executive Officer to set the strategic direction of the organization and provide oversight of the implementation of the strategic plan. Membership on the Board is limited to local health officials whose health departments are members in good standing. Any active NACCHO member may be nominated by another active member or may declare his/her candidacy for a position on the Board by self-nomination. These positions will be elected by active (dues-paying) NACCHO members. Board members are elected for three-year terms in all cases except for that of the Vice President, who is elected for a four-year successive term from Vice President to President-Elect to President to Past President.

***The Nominations Committee of the Board of Directors is committed to ensuring the candidate pool is diverse in every sense of the word, representative of NACCHO's membership, and can provide insights into local public health to advance NACCHO's strategic goals.***

#### ***Expectations of Board Members***

##### **Governance Responsibilities**

The NACCHO Board of Directors has three primary legal duties known as the "duty of care," "duty of loyalty," and "duty of obedience."

- Duty of Care — Each board member has a legal responsibility to participate actively in making decisions on behalf of the organization and to exercise his or her best judgment while doing so.
- Duty of Loyalty — Each board member must put the interests of the organization before their personal and professional interests when acting on behalf of the organization in a decision-making capacity. The organization's needs come first.
- Duty of Obedience — Board members bear the legal responsibility of ensuring that the organization complies with the applicable federal, state, and local laws and adheres to its mission.

Specifically Board members are expected to:

- Set Organizational Direction
  - Engage in strategic thinking and planning
  - Set the organization’s mission and vision for the future
  - Establish organizational values
  - Approve operational and annual plans
- Ensure Necessary Resources
  - Hire capable executive leadership
  - Ensure adequate financial resources
  - Promote positive public image
  - Ensure the presence of a capable and responsible board
- Provide Oversight
  - Oversee financial management
  - Minimize exposure to risk
  - Measure progress on strategic plan
  - Monitor programs and services
  - Provide legal and moral oversight
  - Evaluate Chief Executive Officer
  - Self-evaluate Board performance

**Mission, Values, and Membership**

Board members are expected to:

- Promote NACCHO’s mission to NACCHO members and local health department staff members
- Adhere to NACCHO’s values of leadership, excellence, health equity, participation, respect, science, integrity, and innovation as well as model these behaviors when interacting with those outside of NACCHO, within NACCHO, and other fellow Board members
- Engage new members and prospective members by encouraging participation in NACCHO’s programmatic work, federal advocacy efforts, conferences, and other revenue generating activities
- Partner with State Associations of County and City Health Officials (SACCHOs) to ensure that voices from these organizations and their constituents are represented on the NACCHO Board of Directors
- Work with NACCHO staff to strengthen NACCHO through partnerships with organizations doing work that aligns with NACCHO’s mission, vision, and values

**Meetings**

Board members are expected to:

- Participate in 2 in-person meetings per year (currently, July at NACCHO Annual and in the Spring during Board Leadership Week) and 2 or 3 Board of Directors conference calls
- Be an active participant in Board committees and liaison relationships (approximately 2-3 hours per month)
- Complete all agreed upon work assignments and reports in a timely fashion

- Attend all meetings of the Board, including conference calls
- Prepare for meetings by reading all of the Board packet in advance
- Participate actively in discussions during Board meetings
- Be an active listener during discussions at Board meetings
- Give due respect to all members of the Board
- Respect the processes associated with doing the business of the Board

### **Staff Relationships**

Board members are expected to:

- Recognize the power dynamic as Board member when interacting with staff
- Model the behaviors consistent with NACCHO values and to treat staff with respect
- Refer any concerns about staff performance or conduct to the Chief Executive Officer directly
- Respect the limitations of time available of staff to support Board member activities
- Address concerns or complaints raised by staff or members about NACCHO operations by referring to the Chief Executive Officer for investigation and resolution
- Along with NACCHO staff, be aware of NACCHO's employment policies (e.g. whistleblower, harassment, etc.) when concerns or complaints cannot be addressed by the Chief Executive Officer

### **NACCHO Representation**

Board members are often nominated to represent NACCHO on federal or other national advisory bodies, as well as, to speak on behalf of NACCHO at meetings of other organizations, including SACCHO meetings. In so doing, Board members are expected to:

- Coordinate with NACCHO staff on messaging and strategic priorities
- Restrict the expression of NACCHO positions within parameters defined by existing NACCHO policy
- Obtain approval of the President, Executive Committee, or full Board prior to representing the organization in areas not covered by approved policy
- Refrain from representing personal views on behalf of the organization

### ***Benefits of Serving on NACCHO's Board of Directors***

1. **Influence the Strategic Direction of Your Professional Home:** In doing so, Board members can have a positive impact on local health departments and public health practice
2. **Be the Voice of the Local Experience:** Board members ensure that NACCHOs programs, policies, and advocacy are field-informed and reflective of the experience on the ground
3. **Serve as a Representative of NACCHO:** Board members are often asked to speak on behalf of NACCHO at meetings and with the media
4. **Set Public Health Policy:** Board members review and approve all of NACCHOs policy statements that make recommendations to policy makers at all levels of government, as well as, local health department leaders

5. **Influence National Policy:** Board members meet with their Congressional representatives, federal agency officials, and may represent NACCHO on federal or other national advisory bodies
6. **Increase Knowledge of Issues of the Day:** Board members are briefed on and strategize around pressing legislative, regulatory, and public health practice impacting local health departments
7. **Be a Mentor/Mentee:** All newly elected Board members are paired with a seasoned member of the Board to ensure that they understand their roles, how the Board does business, and the structure of NACCHO
8. **Increase Non-profit Finance Knowledge:** Board members, in fulfilling their fiduciary responsibilities, will learn about non-profit budgeting and oversight
9. **Grow Your Network:** Opportunity to work closely with other passionate and talented LHOs from across the country on issues of importance to NACCHO as an organization and local public health
10. **Build Your Skill Set:** Hone the skills you currently possess and learn new skills through a formal orientation program led by NACCHO Executive Staff and officers of the Board

***And the opportunity to advance local public health as a field nationally and locally!!!***