



Board of Directors Application Form

Date: _____

Candidate Name: _____

Email: _____

Phone: H) _____ C) _____ W) _____

Address: _____

Current position and employer: _____

Brief statement of interest:

Previous experience on a Board:



Specific Area of Relevant Experience

- | | |
|---|--|
| <input type="checkbox"/> Accounting of Finance | <input type="checkbox"/> Communications |
| <input type="checkbox"/> Community Relations | <input type="checkbox"/> Artist |
| <input type="checkbox"/> Event or Project Management | <input type="checkbox"/> Grant Writing/Assessment |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Not-for-profit experience |
| <input type="checkbox"/> Human Resources/Personnel Management | <input type="checkbox"/> Policy Development |
| <input type="checkbox"/> Law | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Volunteer Coordination/Management | <input type="checkbox"/> Strategic planning |
| <input type="checkbox"/> Other: _____ | |

Please share a short bio about yourself, we will share this with Board members and NCHC staff.

Currently, the NCHC Board meets monthly on the 2nd Friday of every month at 8:30am for approximately 1 hour. Do you have any standing commitments that create a scheduling conflict for you? _____

For Committee Use Only

How did we connect with this applicant:

- | | |
|--|--|
| <input type="checkbox"/> Recommendation by a current/former Board member | <input type="checkbox"/> Recommendation by Staff |
| <input type="checkbox"/> External referral | <input type="checkbox"/> Other: _____ |

- Application has been reviewed by the Committee
 Applicant has been interviewed by the Committee
 Nominee has been interviewed by the Board
 Action taken by the Board: _____

(Approved / Rejected)



BOARD MEMBER JOB DESCRIPTION

The Board of Directors of NCHC, in active collaboration and partnership with the Executive Director, shall frame the issues and think creatively of opportunities and challenges to be met for NCHC to be an exemplary statewide nonprofit organization.

The legal duties and responsibilities of the Board Members are generally outlined in the NCHC Bylaws. Each Board Member should be conversant and compliant with the Bylaws contents.

Most fundamentally, each Director has a duty of loyalty and a duty of care. The following provisions list many of the specific responsibilities and actions required to meet those legal and ethical duties, and effectively govern the organization.

I. RESPONSIBILITIES OF THE BOARD

A. GOVERNANCE

1. Adopt, and regularly review, NCHC's Mission and Vision statements, and review management's performance in achieving them.
2. Adopt, and regularly review, NCHC's Strategic plan Document, and monitor the organization's performance in accordance with those principles.
3. Adopt, and regularly review, broad written policies reflecting the Mission and Values of the organization, within which the Executive Director is authorized to manage the organization and to develop and implement operational plans to carry out the Mission.
4. Regularly assess the environment of the nonprofit sector, and develop, in partnership with the Executive Director, strategies to be responsive.
5. Serve as a model for New Hampshire nonprofits in regard to best practices in governance.
6. Hire, monitor, appraise, advise, stimulate, support, reward, and, if deemed necessary or desirable, replace the Executive Director.
7. Ensure that management succession is properly planned.
8. Meet as a Board no fewer than six times a year. Focus on "what matters most," and apply the knowledge and experience of individual Board members to the major challenges facing the organization.
9. Establish Committee structure; adopt, and regularly review, Committee Charters.
10. Annually review and approve the Executive Committee's performance review of the Executive Director, and establish compensation based on recommendations of the Executive Committee.
11. Ensure that the organizational strength and employee base can sustain the Mission and achieve long-range goals.
12. Approve appropriate compensation and benefit policies and practices.

13. Propose prospective board members and fill vacancies as needed. Ensure adequate orientation of new members. Ensure adoption and adequacy of Board leadership succession plan.
14. Periodically conduct self-review of Board performance (including its composition, organization, and responsibilities) and take steps to improve its performance.
15. Ensure that NCHC has established appropriate policies to define and identify conflicts of interest throughout the organization and is diligent in its administration and enforcement of those policies.
16. Review compliance with relevant material laws affecting NCHC and its programs and operations.

B. FINANCE AND ADMINISTRATION

1. Ensure that NCHC's financial structure and funding plans will adequately support its current needs and long-range strategy.
2. Ensure that the Board is carrying out its fiduciary responsibilities, such as reviews of periodic and annual financial statements, funding plans, budgets and financial goals.
3. Review results achieved by management compared with NCHC's Mission, Strategic Plan, and annual and long-range goals. Compare performance to that of other statewide nonprofit associations.
4. Approve major actions such as capital expenditures on all projects over authorized limits and major changes in programs and services.
5. Ensure that the Board, its committees, members, donors, and the public are adequately informed of the financial condition of the organization and its operations through internal and published reports, or other appropriate method.
6. Ensure that published reports properly reflect the operating results and financial condition of the organization.
7. Appoint independent auditors, review audit reports, and review management letters with the Executive Director.
8. Ensure that adequate risk management policies are established and implemented.

II. RESPONSIBILITIES OF EACH INDIVIDUAL BOARD MEMBER

1. Be loyal to NCHC, always exercising Board powers in the interest of NCHC, and not for the interest of the individual Director or others.
2. Be informed about NCHC's Mission and Vision, Strategic and Operating plans, policies, and programs. Work with the rest of the Board to review, approve and oversee NCHC's Mission, and review performance in achieving it. Be an avid proponent of the Mission, and inform others about NCHC, its Mission, Vision and programs.
3. Ensure legal and ethical integrity, and maintain accountability and transparency to members, funders, donors, other constituents, and the general public.

- 4.** Prepare for, attend, and participate actively in Board and Committee meetings, and special events. Serve on Committees and undertake special assignments willingly and enthusiastically when asked. Provide candid and constructive advice, comments, and criticism. Ask timely and substantive questions at Board and Committee meetings consistent with conscience and conviction, while supporting the majority decision on issues decided by the Board.
- 5.** Individual, dues paying, membership in NCHC by a Board member is optional, and not required. Organizational membership in NCHC by an individual Board member's employer is encouraged, but not required.
- 6.** Be familiar with and follow conflict-of-interest policies and submit an annual Conflict of Interest Report.
- 7.** Participate in the generation and approval of policies focusing on mission, finances, and income. Ensure that programs are consistent with the Mission.
- 8.** Suggest possible nominees for election to the Board, who can make significant contributions to the work of the Board and the organization.
- 9.** Keep up to date on developments in and affecting the nonprofit sector.
- 10.** Provide moral and professional support, and be available as resources, to the Executive Director. Respect existing time commitments and priorities of staff.
- 11.** Avoid involvement in all political campaigns in the name of NCHC, unless directed by the Board or Executive Director to question or present an advocacy issue on behalf of the organization to a potential candidate.
- 12.** Maintain confidentiality of the Board's executive actions.



In recognition of the nature of services rendered by organizational members of the North Country Health Consortium and the need for maintaining the highest possible standards of quality and integrity, we ask that any NCHC employee, Board Member, or volunteer directly or indirectly involved in Consortium projects support and sign the following statements:

PLEDGE OF CONFIDENTIALITY

I pledge to treat with strict confidence any information known to me regarding the services, programs, financial information, and client status of the North Country Health Consortium and the organizational members of the Consortium. I also understand that any breach of confidentiality will be grounds for immediate dismissal.

Signature

Date

STATEMENT OF PROFESSIONAL INTEGRITY

I hereby certify that I have never been convicted in any court of law, nor have I been dismissed from any previous position, for reason of patient abuse, neglect, or misappropriation of funds or property.

Signature

Date

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North Country Health Consortium (NCHC)
Conflict of Interest Form

Name: _____

Organization Designating You as its Representative to NCHC: _____

Non-Profit Organizations on Which I Serve as Director/Trustee, Officer, Committee Member, or Staff

1. _____
2. _____
3. _____
4. _____
5. _____

Organizations (Business or Nonprofit) With Which I have A Disqualifying Relationship:

1. _____
2. _____
3. _____
4. _____
5. _____

Signature

Date

Conflict of Interest means any financial or other interest which conflicts with the service of an individual because: 1) it could impair the individual's objectivity; or 2) it could create an unfair advantage for any person or organization.

Disqualifying relationship means a formal affiliation with an organization other than NCHC or the organization listed above as responsible for the individual's appointment to the NCHC board or relationship by blood, marriage, or significant long-term relationship with a person affiliated with the organization, who may personally benefit from transactions involving NCHC.