

BEFORE THE BOARD OF HEALTH
SPOKANE REGIONAL HEALTH DISTRICT

RESOLUTION #14-05

RE: ADOPTING BOARD OF HEALTH LEADERSHIP RESPONSIBILITIES AND SELECTION GUIDELINES

WHEREAS, the Board of Health recognizes that skillful leadership of the Board of Health is essential to the management, development and effective performance of the Board of Health in carrying out its Governance Responsibilities in support of the public health system in Spokane County; and

WHEREAS, Board of Health Leadership Responsibilities and Selection Guidelines will clearly articulate the expectations of the Chair and Vice Chair; and

WHEREAS, Board of Health Leadership Responsibilities and Chair and Vice Chair Selection Guidelines will instruct and guide the Board of Health in nominating and electing effective leaders and provide a standard against which to assess the performance of its leadership; and

WHEREAS, the Board of Health Governance Committee recommended that the Board of Health adopt Leadership Responsibility and Selection Guidelines;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF HEALTH, that the attached Board of Health Leadership Responsibilities and Selection Guidelines are adopted, and

BE IT FURTHER RESOLVED, that the provisions of the attached Board of Health Leadership Responsibilities and Selection Guidelines shall be effective immediately upon adoption.

Signed this 25th day of September 2014 in Spokane, Washington.

SPOKANE REGIONAL HEALTH DISTRICT
BOARD OF HEALTH



Board Member



Board Member



Board Member



Board Member



Board Member



Board Member



Board Member



Board Member



Board Member



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Board Member

Spokane Regional Health District
**Board of Health Leadership Responsibilities and
Chair and Vice Chair Selection Guidelines**

Chair Responsibilities: The Chair is responsible for the management, development and effective performance of the Board of Health, and provides leadership to the Board for all aspects of the Board's work. Specific responsibilities include:

- Chair all meetings, unless unavailable, and then coordinate with Vice Chair
- Work with Health Officer to set agenda for meetings
- Conduct the meetings in an orderly, fair, open and efficient manner
- Guide and mediate Board actions and integrity of deliberations
- Facilitate discussion and decision-making
- Call special meetings if necessary
- Ensure committee reports are made to the full Board
- The Chair of the Board may appoint other committees of the Board from time to time as deemed necessary.
- The Chair may participate as a non-voting member of all Board committees.
- Counsel and consult with the Health Officer
- Speak for the Board as delegated by the Board
- Represent the Board to other groups
- Participate in new Board member orientation
- Consult with Board members who are not fulfilling their responsibilities or who are violating law, policy or practice
- Initiate annual evaluation of the Health Officer
- Oversee searches for a new Health Officer
- Initiate annual evaluation of the Board

Vice Chair Responsibilities: The Vice Chair supports the Chair in the management, development and effective performance of the Board of Health, and participates in the leadership of the Board for all aspects of the Board's work. Specific responsibilities include:

- Serve on the executive committee
- Carry out special assignments as requested by the Chair
- Understand the responsibilities of the Chair and be able to perform these duties in the Chair's absence
- Provide consultation to the Chair in the performance of his/her duties
- Assist the Chair with his/her duties, as requested
- Perform other governance and management duties as may be necessary for effective Board leadership

Chair and Vice Chair Selection Guidelines:

The Chair of the Board must exhibit leadership ability and provide direction to the Health Officer and the Health District staff. When selecting a Chair, the Board should identify someone who is actively engaged and concerned with the issues of the Health District. The Chair may be called on to go to county governing bodies to support Health District concerns and issues. The person selected for this leadership position should be someone who has the time, energy and savvy to work throughout the county to represent the concerns of the Board and the Health District. Given the responsibilities of the Vice Chair to perform the responsibilities of the Chair in his absence and otherwise support the Chair, the Board should consider similar qualities in selecting a Vice Chair. As specified in the Board of Health bylaws, the Chair and Vice Chair must be elected officials.

In selecting members for the Chair and Vice Chair positions, the Board of Health will consider the following qualifications:

- Sufficient experience on the Board of Health
- Working understanding of Spokane Regional Health District operations and scope of work
- Actively engaged in the Board of Health and Spokane Regional Health District
- Ability to facilitate meetings, encourage open dialogue among Board of Health members and generate engagement of other Board of Health members
- Ability to develop the necessary relationships and represent Spokane Regional Health District and the Board of Health community
- Ability to commit necessary time to the position
- Interested in serving in the position

The Board of Health will consider the mix of representation from member jurisdictions in its leadership positions and will consider rotating the positions among the member jurisdictions. While not required, the Chair is encouraged to serve two consecutive terms and the Vice Chair is encouraged to seek the Chair position.