

Neighborhood Health Plan of Rhode Island
Member of the Board of Directors Job Description

I. PURPOSE

To advise, govern, oversee policy and direction and assist with the leadership and general promotion of Neighborhood Health Plan of Rhode Island (NHPRI) so as to help the organization fulfill its mission, vision, and values.

II. MISSION STATEMENT

Neighborhood Health Plan of Rhode Island, an innovative health plan in partnership with community health centers, secures access to high quality, cost-effective health care for Rhode Island's at-risk populations.

III. RESPONSIBILITIES

- A. Hire the CEO and assure that he/she has the skills, experience and leadership qualities necessary to manage the organization on a day-to-day basis. The board should be prepared to support the executive as requested, and to see that the CEO is appropriately compensated. The board should evaluate the CEO performance on an annual basis and provide him/her with measurable performance goals for the next evaluation period.
- B. Accept fiduciary responsibility for the organization and assure the integrity of its financial records and reports. Become familiar with NHPRI finances, budget and financial resource needs. Review and accept the annual organizational audit and submit form 990 to IRS.
- C. Develop a strategic plan for the organization and monitor compliance with the goals and objectives of the plan. Periodically review the organization's compliance with its mission, vision and values statement.
- D. Represent the organization to its constituents and the public- Board members should take every opportunity to publicize the successes of the organization and it's available for service. From time to time the executive may ask a board member to represent the organization at a meeting or community event.
- E. Organize the Board of Directors, Officers and its Committees to meet organizational objectives and understand the policies and procedures of NHPRI, including corporate by laws. Annually review the effectiveness of each of these entities.

IV. LENGTH OF TERM

Two years, which may be renewed up to a maximum of three consecutive terms, pending approval of the Board. Upon completion of three terms, a Board member must remove themselves from their position for one-year prior to beginning another term.

IV. MEETINGS AND TIME COMMITMENT

The Board of Directors meets most months in the year. All Board meetings are held in the Stewardship - Executive Board Room. at NHPRI's corporate location, unless otherwise indicated. Meetings typically last between 90 minutes and two hours.

V. EXPECTATIONS OF BOARD MEMBERS

- A. Attend and participate in meetings on a regular basis, review minutes and stay well informed regarding the organization.
- B. Prepare well for the meetings. Study the materials sent to you regarding key action items. The Board of Directors is expected to take initiative at the meetings and engage in discussions.

- C. Be confidential with priority and sensitive company information.
- D. Participate actively on at least one standing committee of the Board, and serve on ad-hoc committees, as necessary.
- E. Participate in special events of the Board, including retreats.
- F. Focus on strategic direction of organization rather than operations.
- G. Become familiar with NHPRI's finances, budget and financial/resource needs.
- H. Understand the policies and procedures of NHPRI including corporate bylaws.
- I. Participate in the performance evaluation of the Chief Executive Officer.
- J. Get to know other Committee members and build collegial working relationships with them.