



SEBASTICOOK FAMILY DOCTORS JOB DESCRIPTION

Job Title: Board Member **Date Revised:** 1/08
Department: Board of Directors **Chief Executive Officer:** Robin Winslow
Board Member Name: **Board President:** Jim Lemieux

- A. **JOB PURPOSE:** Works collaboratively with other members of the board and is responsible for:
- Policy formulation.
 - Strategic planning development, monitoring of implementation and evaluation.
 - Chief Executive Officer selection, support and evaluation.
 - Financial oversight and ensures due diligence on current and future initiatives.
 - Fundraising.
 - Committee participation.
 - Attendance at Board and Board sub-committees.
- B. **JOB RESPONSIBILITIES (Essential Job Functions)**
- Insures that Sebasticook Family Doctors operates within its adopted bylaws. Defines organizational purpose through mission and vision.
 - Is engaged in long range financial planning.
 - Hires, retains and annually evaluates the Chief Executive Officer. Establishes compensation and conditions of employment.
 - Approves and monitors Sebasticook Family Doctors' finances. Approves the annual budget and the annual audit. Monitors Sebasticook Family Doctor's expenditures.
 - Participates in the development of and evaluates the strategic plan, including achievement of the overall mission.
 - Participates in Board Education and encourages leadership development.
 - Evaluates the effectiveness of the board and its leadership.
 - Provides leadership development.
- C. **MINIMUM QUALIFICATIONS:**
- Lives in the Sebasticook Family Doctors service area.
 - A majority of member shall be patients of Sebasticook Family Doctors.
- D. **EXPECTATIONS AND COMMITMENTS:**
- Supports the mission, goals and objectives of Sebasticook Family Doctors.
 - Understand and observe the respective roles of the board and the Chief Executive Officer. Treat other board members, the Chief Executive Officer and staff with the utmost respect.
 - Recognizes the role of staff in carrying out Board directives and does not engage in operational decisions with staff that do not attend the Board meetings unless authorized to do so by the Board Executive Committee or full Board. Articulates the mission and sustain the vision: govern rather than manage.
 - Maintains proper communications through the Board President and the Chief Executive Officer.
 - Attends monthly board meetings.
 - Reads materials in advance and is prepared for board meetings.
 - Serves on at least one board committee.
 - Participates in Board orientation and planning sessions.
 - Represents and promotes Sebasticook Family Doctors as needed.
 - Engages in the open discussion/debate of the issues. Work collaboratively with all members of the board.

- Encourages input from all members, including those with opposing views.
- Respects the confidential nature of work of the organization and does not discuss with staff, community members or providers.
- Discloses and/or disqualifies or himself or herself whenever a potential conflict of interest exists.

E. CONTACTS:

Reports to: Board President.

Directs Work of Others: Non-applicable.

Works with: Chief Executive Officer, Chief Operating Officer, Chief Financial Officer, Chief Medical Officer and other Board Members, community members and Board Committees.

F. AMERICANS WITH DISABILITIES STATEMENT:

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job specific functions (listed within each job specific responsibility) either unaided with the assistance of a reasonable accommodation to be determined by the organization on a case-by-case basis.

Signature _____ **Date:** _____