

Board Committees

Purpose of Board Committees:

- Articulates goals and strategic plans of the organization
- Defines one particular function, issue or area (i.e. personnel)
- Serves as a source of specialized expertise and knowledge in a given subject

Functions of Board Committees:

- Divides the workload of the organization
- Utilizes the talent and expertise of board members
- Promotes broader participation by all board members
- Expedites the work of the board by removing routine tasks from monthly board consideration
- Facilitates learning and satisfaction for board members
- Presents committee report/recommendations to the board for action (always to be presented by committee chair, not staff member)

Board Committee Meeting Frequency:

- Monthly meetings are recommended for all committees until committee functions and responsibilities are clearly defined and less frequent meetings are deemed to be appropriate
- Committees should meet each month prior to the distribution of the monthly board of directors meeting packet to ensure the written committee report is included in the board packet

Board Member Committee Participation:

- Every board member should be required to participate in-person, on one committee with the exception of Board Officers who will participate in at least two committees (Executive Committee and a second committee)

Board Committee Staff Support:

- CEO appoints one senior management staff member to provide staff support for each committee
- Support includes (with concurrence of committee chair): committee agendas, committee monthly mailing including the agenda and all committee materials for review, committee minutes and committee report to the board
- Suggestions for staff support: CEO supports the Executive Committee, Strategic Planning/Development Committee, Compliance/Safety Committee and Nominating/Personnel Committee; CFO supports the Finance Committee; CMO supports the Quality Improvement Committee

Board Committees (suggest 3-4 members per committee; number of committees thus dependent on board size/corporation focus, i.e. board of 15 could support 4-5 committees; some committees may be combined, i.e. Nominating and Personnel):

- Executive Committee
- Finance Committee
- Nominating Committee
- Personnel Committee
- Quality Improvement Committee
- Strategic Planning/Development Committee
- By-laws Committee (functions can be handled by Executive Committee)
- Compliance/Safety Committee

Possible Ad Hoc Committees:

- Medical Advisory Committee
- Dental Advisory Committee

Executive Committee Duties* :

- Acts for Board between regularly scheduled meetings
- Initiates, reviews and recommends policies and procedures for approval by the Board (or may be done by individual committees, i.e. Finance Committee)
- Oversees the annual evaluation of the CEO. It is recommended that input from all board members be requested in this process.
- Submits a written monthly report to the board and Chair presents report at board meeting
- Performs other duties as designated by the Board

Finance Committee Duties:

- Reviews the monthly financial reports and presents monthly report to board for review and acceptance
- Reviews all policies related to finances, such as financial management practices, collection policies, sliding fee schedule, etc. on an annual basis or as needed
- Presents new and revised finance policies to the board for approval
- Reviews the annual budget
- Presents the annual budget to the board for approval
- Develops long range financial planning
- Submits a written monthly report to the board and Chair presents report at board meeting
- Performs other duties as designated by the Board

* The extent to which board members or other individuals selected by or representing any outside entity can fill leadership positions is expected to be limited. Specifically, the standard is that: a) the Chairman of the Board may not be selected by any other entity, and b) no other entity may select a majority of the members of the Executive Committee. Review [BPHC Policy Information Notices \(PINs\) 97-27 and 98-24](#) for further information on affiliation agreements and governing board structure and policy.

Nominating Committee Duties:

- Continuously develops (identify, interview, determine interest) a list of potential board member candidates
- Submits board member candidates to the board as board member openings occur
- Presents a full slate of board officers and directors no later than the board meeting before the Annual meeting
- Develops board member recruitment and retention policies, application forms, commitment agreements and other related documents
- Develops and maintains the board member manual
- Develops and conducts new board member training programs and develops annual board member training schedule
- Keeps track of attendance of current board members and makes recommendations for removal when they fail to meet attendance requirements
- Maintains the minimum ratio of consumers (51%) and community (49%) members on the board (if waiver, ensure the intent of the statute is met with consumer representation)
- Submits a written monthly report to the board and Chair presents report at board meeting
- Performs other duties as designated by the Board

Personnel Committee Duties:

- Reviews Employee Handbook annually or as needed
- Develops needed changes to the Employee Handbook
- Presents Employee Handbook or any changes to board for approval
- Reviews and develops new and revised personnel policies on an annual basis or as needed
- Presents new and revised personnel policies to the board for approval
- Submits a written monthly report to the board and Chair presents report at board meeting
- Performs other duties as designated by the Board

Quality Improvement Committee Duties:

- Assures that the monthly activities as outlined in the Quality Improvement Plan are followed
- Reviews and develops any policies related to quality improvement on an annual basis or as needed
- Presents new and revised policies related to quality improvement to the board for approval
- Provides oversight of provider credentialing
- Reviews organization's Standards of Care and/or Protocols
- Ensure programs, services and hours are patient friendly and meet patient needs
- Conducts and evaluates patient satisfaction on a quarterly basis
- Submits a written monthly report to the board and Chair presents report at board meeting
- Performs other duties as designated by the Board

Strategic Planning/Development Committee Duties:

- Reviews and develops long range and annual operating strategic plan on an annual basis or more frequently, if needed
- Reviews existing and proposed services and sites within the parameters of the strategic plan
- Assists in planning program changes within the parameters of the strategic plan
- Presents the strategic plan to the board for approval
- Reviews the strategic plan quarterly to evaluate success in meeting plan
- Reviews the development plan
- Reviews and develops program, planning and development policies on an annual basis or as needed
- Presents new and revised program, planning and development policies to the board for approval
- Provides guidance in meeting regulatory and funding source program requirements
- Submits a written monthly report to the board and Chair presents report at board meeting
- Performs other duties as designated by the Board

Bylaws Committee Duties:

- Reviews the By-laws of the Board of Directors on an annual basis
- Recommends any changes to the current by-laws
- Performs other duties as designated by the Board

Compliance/Safety Committee Duties:

- Provide advice and assistance to the compliance/safety officer
- Represent and coordinate compliance among various departments, including: human resources, internal audit, patient accounts, legal, billing, medical practice billing, and information technology

Medical Advisory Ad Hoc Committee Duties:

- Reviews credentialing of medical providers on an annual basis
- Advises the board on medical matters and quality improvement
- Reviews the health center's Standards of Care and/or Protocols
- Serves in an advisory capacity to the board

Dental Advisory Ad Hoc Committee Duties:

- Reviews credentialing of dental providers on an annual basis
- Advises the board on dental matters and quality improvement
- Reviews the dental clinic's Standards of Care and/or Protocols
- Serves in an advisory capacity to the board