

Board of Directors Functions and Responsibilities

A health center Board of Directors has numerous functions and responsibilities. Many of those responsibilities are grounded in a Board member's inherent legal duties to the health center of care, loyalty, and obedience. Federal Health Center Program statute and applicable regulations elaborate on these duties and set forth specific functions and responsibilities that a governing Board of a health center are expected to fulfill.¹ The following list is not exhaustive nor can it anticipate all circumstances under which the Board performs its duties. Each Board should customize its roles and responsibilities to fit its own circumstances and needs, goals and objectives, as well as Federal and State law considerations.

- assure the center is financially viable and survives in marketplace while pursuing its mission
- establish general health center policies and assure the center is operating in accordance with its own established policies and procedures
- establish systematic tracking system of approval/disapproval of board policies and procedures
- establish bylaws
- hold regularly scheduled meetings, at least once each month
- keep board meeting minutes
- approve the selection and dismissal of the Executive Director and evaluate his/her performance
- participate actively in grant activities including but not limited to:
 - approving the scope of service (sites, services, service area, target population) and hours of operation
 - approving the annual budget
 - providing input to grant applications
 - obtaining board approval of all grants prior to submission
 - reviewing Notice of Grant Awards upon receipt including all terms and conditions (grant deficiencies, application deficiencies and non-compliance with program policy) and the due dates by which grant conditions must be met
- meet board educational and training needs including new board member orientation and training
- assure the center is operating in compliance with applicable federal, state and local laws and regulations
- conduct annual board self evaluation
- conduct programmatic and financial strategic planning
 - comprehensive health care needs assessment
 - annual operational planning
 - long-term strategic planning to position health center for the future

¹ Checklist of Key Functions and Responsibilities of a Health Center Governing Board, NACHC, Feldesman Tucker Leifer Fidell LLP

- measure and evaluate progress in meeting annual and long-term programmatic and financial goals
- monitor and evaluate center activities including but not limited to
 - HRSA/BPHC Required Clinical and Financial Performance Measures
 - service utilization patterns
 - productivity of the center
 - quality of care
 - patient satisfaction
 - achievement of project objectives (annual and long range strategic plans)
 - financial goals including projected budget to actual expenditures
 - patient grievances
- develop and nurture partnerships and good working relationships with hospitals, public health entities, private providers, elected officials and other stakeholders in the community