



Board Member Agreements

The West End Health Foundation agrees to provide each member of the board with the following:

1. Access to the management of foundation, as needed for proper operation of the board
2. Ample notice of all meetings
3. Minutes of all board meetings
4. Relevant information to conduct his or her job as a board member
5. To the extent allowed by law, indemnification from liability for a board member's reasonable and necessary actions
6. Reimbursement for reasonable expenses in conducting and attending to foundation board business
7. Directors & Officers insurance liability coverage
8. Respect for his or her time
9. The use of his or her talent effectively

The board member agrees to do the following as a foundation policy volunteer:

1. Learn about West End Health Foundation, read financial reports and other foundation documents, and keep up-to-date on programs, finances, and management.
2. Attend as many board and committee meetings as practicable, and participate in all such meetings, using fair, independent judgment and due care in conducting the business of the foundation.
3. Avoid all direct or indirect political campaign intervention (such as supporting or opposing candidates for public office) in the name of the foundation and when using foundation assets.
4. Contribute to the financial well-being of West End Health Foundation and seek financial support from others for the foundation as well.
5. Avoid all conflicts of interest with the foundation.
6. Be loyal to foundation, always exercising board powers in the interest of the foundation, and not for the interest of yourself or others.
7. Keep all West End Health Foundation matters confidential.

Signed: _____
WMCHF President Board Member

Dated: _____

Board Member Expense Reimbursement

Whenever possible, board members are expected to bear all travel-related costs associated with attending board meetings, committee meetings, or discharging any other governance responsibilities assigned by the board president. When a board member is unable to bear such costs, in whole or in part, appropriate receipts should be submitted to the treasurer of the West End Health Foundation for reimbursement by the organization.

Board Self-Assessment

The board of the West End Health Foundation will conduct a self-assessment every 3 years or at any other time deemed appropriate and determined by the board president after consultation with the board. The board should review the most recent organizational strategic plan for the organization adopted by the board. After reviewing the goals achieved, the goals unmet, and the goals that need modification, the board will conduct a self-assessment. A review of these plans should provide the framework for the assessment. The board should also review its previous self-assessment summaries and may find the use of a consultant especially helpful. Review materials will be submitted to the secretary for consolidation and the secretary shall submit a summary report to the board at the conclusion of the assessment. This report will provide a basis for improving board member orientation, board member conferences or other programs of continuing education for board members.

Role of the Board

Responsibilities

1. The governing body of the organization shall be the board, which establishes policy, directs the activities of the elected officials and committees, and approves all action pertaining to the business of the West End Health Foundation.
2. The board approves the organization's strategic plan, which shall be updated at least every 3 years, or any other time deemed appropriate by board president and board of directors.
3. The budget of the organization shall be presented on an annual basis and approved by the board prior to its effective date.
4. The board reviews committees' and officers' report and makes recommendations concerning committees' activities.
5. The board authorizes the official acts of the elected officials and committees, including position papers and oral or written testimony.
6. The board has the responsibility for retaining legal counsel and approving the retainer fee paid to legal counsel. The board evaluates the services rendered by legal counsel annually, prior to the renewal of the retainer agreement.
7. The board has the responsibility for retaining an auditor. The board evaluates the performance by the auditor on an annual basis prior to renewal of his or her contract.
8. The board has the responsibility for retaining staffing needs.
9. The board must approve all new policies and policy revisions before they are incorporated into the policy manual.
10. The board approves the charter of each committee.

