Thank you for attending

Community Health Center Boards: Legal Roles & Responsibilities

A CHAMPS webcast presented by Henry Granger, MEd on Wednesday, July 20th, 2005

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SELF-ASSESSMENT OF MY SUITABILITY TO SERVE ON THE EXECUTIVE BOARD OF DIRECTORS

- Am I really a team player?
- Am I easily annoyed by others?
- Am I totally accepting of people different from me?
- Am I really a good listener?
- Can I accept and support the group’s decisions?

SELF-ASSESSMENT OF MY SUITABILITY TO SERVE ON THE EXECUTIVE BOARD OF DIRECTORS continued

- Am I more flexible than rigid?
- Can I remain neutral until I have received all of the facts?
- Can I commit myself for at least one year?

SELF-ASSESSMENT OF MY SUITABILITY TO SERVE ON THE EXECUTIVE BOARD OF DIRECTORS continued

- Can I expose any and all personal relationships that could jeopardize the Executive Board of Directors and/or the agency?
- Am I willing to study and receive training even though I already know everything?

CHC EXECUTIVE BOARD OF DIRECTORS ROLES AND RESPONSIBILITIES

- Follows a set of bylaws and elects officers
- Hires the Executive Director
- Forms necessary operating committees
- Establishes agency goals and priorities
- Creates local polices for governance, personnel, fiscal program and administration
- Receives and evaluates community needs

CHC EXECUTIVE BOARD OF DIRECTORS ROLES AND RESPONSIBILITIES continued

- Approves grant applications, fund raising activities and the budget
- Approves program proposals
- Demands compliance with all laws and other government requirements for funding
- Insures the participation of the targeted clientele for actual delivery of program services
PRESENTATION SLIDE TEXT (NOTES PAGES)

CHC EXECUTIVE BOARD OF DIRECTORS
ROLES AND RESPONSIBILITIES
continued
• Oversees the delivery of all programs consistent with the agency’s plan
• Evaluates the performance of the Board and the Executive Director as well as completion of agency goals
• Makes decisions that guide and direct the agency

CHC EXECUTIVE DIRECTOR AND STAFF
ROLES AND RESPONSIBILITIES
• Follows a policy manual
• Hires all program staff
• Acts as a liaison to the Board
• Works toward completion of agency goals and priorities
• Carries out Board policies, creates administrative rules and procedures necessary to implement policy

CHC EXECUTIVE DIRECTOR AND STAFF
ROLES AND RESPONSIBILITIES
continued
• Conducts necessary research, needs assessment, other assessments and prepares planning tools recommendations
• Writes grant applications, suggests fund raisers and builds the total budget
• Creates program proposals
• Administers the grant and programs in compliance with government conditions

CHC EXECUTIVE DIRECTOR AND STAFF
ROLES AND RESPONSIBILITIES
continued
• Recruits participants from target clientele in local program
• Delivers and administers local programs on a daily basis
• Evaluates the program staff, support staff and program effectiveness
• Makes decisions on a daily basis to get the job done

EXECUTIVE BOARD OF DIRECTORS
ADMINISTRATIVE ROLES AND RESPONSIBILITIES
• Hires, supervises, evaluates and, if absolutely necessary, terminates the CEO
• The CEO manages the day-to-day operations of the CHC
EXECUTIVE BOARD OF DIRECTORS
ADMINISTRATIVE ROLES AND RESPONSIBILITIES
continued
• The management team carries out the mission of the CHC and is generally composed of:
  o The Executive Director/CEO
  o The Chief Financial Officer
  o The Medical or Clinical Director
  o The Operations Director
  o The Information Systems Director
  o The Dental Director
  o The Human Resources Director
  o The Corporate Compliance Officer
  o The Privacy Officer and/or Contact Person

EXECUTIVE BOARD OF DIRECTORS
LEGAL ROLES AND RESPONSIBILITIES
• The Duty of Care
  Exercise the same level of care as any other competent and prudent person in a similar position by:
  o Regularly attending Board meetings
  o Fully participating in Board discussions
  o Being a member of the team

EXECUTIVE BOARD OF DIRECTORS
LEGAL ROLES AND RESPONSIBILITIES
continued
• Collecting enough information to make informed decisions
• Keeping all information confidential
• Allowing the CEO to manage the day-to-day operations

EXECUTIVE BOARD OF DIRECTORS
LEGAL ROLES AND RESPONSIBILITIES
continued
• The Duty of Loyalty
  Pledge and uphold loyalty to the CHC by:
  o Avoiding any conflicts of interests
  o Using diligence in contracting and procurement
  o Establishing competitive procurement procedures for contracting
EXECUTIVE BOARD OF DIRECTORS
LEGAL ROLES AND RESPONSIBILITIES
continued
• The Duty of Obedience
  In making organizational decisions, be consistent with
  the mission statement, bylaws and articles of
  incorporation

GRASSROOTS ADVOCACY
More and more, the ability of health centers to influence
our future at both the state and federal levels will depend
on our ability to consistently mobilize a significant number
of local advocates who can work together to win.

As other interests expose Congress to more and more
effective grassroots advocacy efforts in health care and
budget debates, it is essential that NACHC be able to do
more than talk about the eleven million people who get
care at health centers. We have to make sure that
members of Congress receive concrete reminders of that
constituency.

GRASSROOTS ADVOCACY
continued
An essential part of this effort to fight and win future
legislative battles at the federal and state levels is building
a broad, organized and responsive grassroots advocacy
network. This needs to be a network not just of health
center staff, but also of patients, community organizational
and individual supporters and local officials.

NACHC is committed to giving health centers the tools they
need to make their voice heard. Letter writing campaigns,
phone calls and meetings are all tools that health centers
can use to convince Federal policy makers to support the
good work of health centers.

MAKING OUR COLLECTIVE VOICES HEARD
• Establish and maintain relationships with elected
  officials
• Establish and maintain relationships with staff of elected
  officials
• Attend town meetings
• Write elected officials
PRESENTATION SLIDE TEXT (NOTES PAGES)

MAKING OUR COLLECTIVE VOICES HEARD continued

- Offer to testify on behalf of health centers
- Write letters to editors of local newspapers
- Inform local radio and television stations about your health center
- Be active in your PCA and NACHC

To receive more specific information on Grassroots Advocacy Tools relative to:

- LEGAL GUIDELINES FOR HEALTH CENTER ADVOCACY
- GUIDELINES FOR HEALTH CENTER VOTER REGISTRATION
- Tips for Making Your Voice Heard
- Tips for communicating with elected officials

To receive more specific information on Grassroots Advocacy Tools relative to: continued

- Holding Media Events and Press Conferences
- Meeting with a Newspaper Editorial Board
- Contact:
  - National Association of Community Health Centers
    7200 Wisconsin Avenue, Suite 210
    Bethesda, MD 20814
    (301) 347-0400
    www.nachc.com

ADDITIONAL NOTES:
**Biography of Henry Granger, MEd**

Henry Granger is a private consultant in Mississippi specializing in training Corporate Executive Boards of Directors regarding their rights, roles, and responsibilities; this process often includes making on-site visits to organizations and their boards to identify particular areas of concern and then proposing effective corrective actions. Mr. Granger also works as a Facilitator-Reader for the US Department of Education, where he reviews applications for Women Educational Equity Act, Transition to Teaching, and Mentoring Grants. He has been the Executive Director of Prairie Opportunity Community Action Agency in Mississippi, and an Academic Counselor, Recruiter, and Instructor for Meridian Community College. Henry has a Masters Degree in Education from Mississippi State University, and has received numerous awards including an honorary doctorate from the University of Michigan and a “Most Outstanding Board Member” award from the National Association of Community Health Centers. He is a much admired presenter, and has been a favorite speaker at past CHAMPS/NWRPCA Annual Primary Care Conferences.

**Description of CHAMPS**

CHAMPS, the Community Health Association of Mountain/Plains States, is a non-profit organization dedicated to providing a coordinating structure of service to nonprofit primary health care programs whose primary purpose is to serve the medically indigent and medically underserved of Region VIII (CO, MT, ND, SD, UT, and WY). CHAMPS also serves the Region VIII State Primary Care Associations that assist those nonprofit primary health care programs. Currently, CHAMPS programs and services focus on education and training, collaboration and networking, policy and funding communications, and the collection and dissemination of regional data for Region VIII Community Health Centers and Primary Care Associations.

For more information, please visit [www.champsonline.org](http://www.champsonline.org) or call (303) 861-5165.