

## WHAT IT TAKES TO BE A GOOD BOARD MEMBER

Take the first steps in understanding Board governance!

## YOU'VE BEEN ASKED TO JOIN A BOARD.....NOW WHAT????

- What is the organization?
- Do you agree with their principals?
- Do you have experience with the organization?
  - Previous Volunteer
  - Donor
  - Some sort of connection?
- Do you have a skill set (lawyer, media, etc.)

## ABOUT THE PRESENTER-ANDY QUARNSTROM

- 23 year Champaign, IL firefighter
- 6 year Township Supervisor, City of Champaign Township
- Current Chair, United Way Champaign County
- Current Chair, Champaign Urbana Public Health District
- Board Member-CASA
- Previous Exec. Board-Champaign Firefighters
- NALBOH Board Member



## DO YOU HAVE WHAT IT TAKES?

- Do you have the time?
- Is the position paid or volunteer?
- How many meetings are you expected to make?
- Do you have to travel?
- Is your family prepared for the commitment?

WELCOME!!



## HAVE YOU ANSWERED YES OR NO TO THE PREVIOUS QUESTIONS???

If you have answered no, it's ok, you still have options!

### NOT NOW, MAYBE LATER.

- Can you join a committee?
- Can you attend public events to learn more about the organization?

### OPEN MEETINGS ACT AND FREEDOM OF INFORMATION ACT

- [Open Meetings/FOIA](#)
- Know the laws
- Take certification class
- Ask an attorney

### THINKING IT MAY BE A GOOD OPTION?

Do your homework!!!

- Meet with the Executive Director/President
- Reach out to a current or past Board members
- Review meeting minutes, financials, any relevant documents
- IRS 990

### THE SIX FUNCTIONS OF GOVERNANCE

- Policy Development
- Resource Stewardship
- Legal Authority
- Partner Engagement
- Continuous Improvement
- Oversight

### HOW TO PREPARE FOR BOARD MEMBERSHIP

- Read the organization's by-laws or policy manual
- Understand the type of Board-governing or advisory
- Prepare your calendar
  - Meetings, Study Sessions, Other commitments

### “GOVERNANCE IS NOT MANAGEMENT”

Kenneth Dayton

**The Governance Functions**

NALBOH is the national voice for the boards that govern health departments and shape public health policy. Since its inception, NALBOH has connected with board of health members and elected officials from across the country to inform, guide, and help them fulfill their public health responsibilities in their states and communities. Driven by a mission to strengthen and improve public health governance, NALBOH worked with CDC and other national partners to identify, review, and develop the following model of six functions of public health governance.

**Policy development:** Lead and contribute to the development of policies that protect, promote, and improve public health while ensuring that the agency and its components remain consistent with the laws and rules (federal, state, and federal) to which it is subject. These may include, but are not limited to:

- Developing internal and external policies that support public health agency goals and achieve the best available evidence;
- Adopting and ensuring enforcement of regulations that protect the health of the community;
- Developing and regularly updating vision, mission, goals, measurable outcomes, and values statements;
- Setting short- and long-term priorities and strategic plans;
- Ensuring that necessary policies exist, new policies are proposed/implemented where needed, and existing policies reflect evidence-based public health practices; and
- Evaluating existing policies on a regular basis to ensure that they are based on the best available evidence to public health practice.

**Resource stewardship:** Assure the availability of adequate resources (legal, financial, human, technological, and material) to perform essential public health services. These may include, but are not limited to:

- Ensuring adequate facilities and legal resources;
- Developing agreements to streamline cross-jurisdictional sharing of resources with neighboring governing agencies;
- Developing or approving a budget that is aligned with identified agency needs;
- Engaging in sound long-range fiscal planning as part of strategic planning efforts;
- Ensuring fiduciary care of the funds entrusted to the agency for its use; and
- Advocating for necessary funding to sustain public health agency activities, when appropriate, from supporting/sponsoring authorities.

**Legal authority:** Exercise legal authority as applicable by law and understand the rules, responsibilities, obligations, and functions of the governing body, health officer, and agency staff. These may include, but are not limited to:

- Ensuring that the governing body and its agency act ethically within the laws and rules (federal, state, and federal) to which it is subject;
- Providing or arranging for the provision of quality care services to the population as mandated by law, through the public health agency or other implementing body; and

**NALBOH**

Governance Functions Specific to Public Health

**LEGAL AUTHORITY**

- Understand the functions of the organization
- Engage with legal counsel as needed

**POLICY DEVELOPMENT**

- Develop internal and external policies.
- Develop, maintain, and update vision, mission, goals, outcomes, and values
- Ensure that policies exist, new policies are proposed where needed, and existing policies are reviewed and reflect current needs.

**PARTNER ENGAGEMENT**

- Build and strengthen partnerships
- Work to promote your mission through partnerships
- Public and private

**RESOURCE STEWARDSHIP**

- Material, human, legal, financial, technological
- Assure the organization has adequate resources
- Adequate facilities
- Adequate financial situation

**CONTINUOUS IMPROVEMENT**

- Evaluate, monitor; and set reasonable outcomes
- Assess the organization's programs-do they meet the mission?
- Self evaluation-evaluate the Board
- Evaluate the Executive Director
- Provide opportunities for the Board and staff to receive professional development

### OVERSIGHT

- Assume ultimate responsibility of the organization
- Provide leadership, guidance, and support to achieve measurable outcomes

"I'VE ALWAYS RESPECTED THOSE WHO TRIED TO CHANGE THE WORLD FOR THE BETTER, RATHER THAN JUST COMPLAIN ABOUT IT"

Mayor Michael Bloomberg

### READY FOR YOUR FIRST MEETING

- Know the time and location of the meeting.
- Arrive early
- Make notes on the agenda of issues, concerns, or questions.
- Print off or have the meeting documents available electronically.

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### YOUR TIME ON THE BOARD

- Be a good steward, both in time and if appropriate through donation
- Occasionally stop by the offices and say hi!
- Attend organizational functions
- STAY ENGAGED!!!

QUESTIONS?????