



Ithaca Health Alliance Board Responsibilities & Expectations

Adopted February 2, 2015

Welcome to the Ithaca Health Alliance!

Since 1997, Ithaca Health Alliance has been making health care more accessible for everyone in our diverse community. Respectful, compassionate, quality patient-centered care, advocacy and empowerment are essential to IHA's innovative programs, as is a holistic approach to health. Community support is essential to keeping IHA's services free and accessible. Health Allies include patients, volunteers, donors, participants, community partners, and you! As a Board member, you play a key role in advancing the mission, vision and values of the Alliance.

WHAT DOES THE ITHACA HEALTH ALLIANCE BOARD DO?

Ithaca Health Alliance has a governance board responsible for policy and oversight of the Alliance, nominating Board members and officers, establishing committees, and hiring and reviewing the performance of the Executive Director.

1. The Board's job is to: govern the Board, govern the agency, and advance the mission as ambassadors.
2. Uphold legal and fiduciary responsibilities:
 - ▲ Exercise reasonable care when decision-making as a steward of IHA (review, understand and protect the organization's financial responsibilities and documents)
 - ▲ Avoid conflicts of interest and disclose as appropriate for the protection of IHA
 - ▲ Act in accordance with the organization's governing documents
 - ▲ Ensure compliance with all legal requirements
3. Ensure sound planning and policies (strategic planning and stewardship; how the Board functions; evaluate with the future in mind)
4. Ensure good management (evaluate, hire, and if necessary fire the Executive Director; review HR policies)
5. Ensure compliance with legal requirements and agency by-laws
6. Ensure good governance (perform periodic Board and personal self-evaluation; cultivate, recruit, elect, orient and mentor an effective, diverse Board)
7. Ensure sound resources and financial dealings (establish fundraising goals and take a leadership role in achieving them)
8. Represent the organization in the community (inform others about the organization; attend events; enhance the Alliance's public standing and advocate for accessible health care for all in our community)
9. Monitor the effectiveness of Ithaca Health Alliance programs and consistency with mission, vision, values and goals.
10. Keep informed about the needs of uninsured and under-insured community members, barriers to accessing health care and healthcare challenges facing low and moderate income area residents, the status of services to participants, and local, state and nation issues and trends that affect our mission.

WHAT DO ITHACA HEALTH ALLIANCE BOARD MEMBERS DO?

1. **Prepare for, attend and actively participate in monthly Board meetings** and occasional off-schedule special meetings of the Board. IHA Board meetings are currently held the third Wednesday of each month from 6:00 pm to 8:00 pm. A quorum is required to vote on issues, so we ask that you call and/or email the President if you cannot attend.

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2. A Board member who misses three meetings in one year will be called by the President and given an opportunity to re-evaluate his or her continuing Board commitment.
3. **Prepare for, attend and actively participate in at least one Board committee** (includes committee work and meetings, which may be monthly, quarterly or ad hoc). Board committee work is vital to the effective functioning of our Board. Committees handle in-depth discussion of issues and recommend policy for approval by the entire Board. Through committee work, we are able to make the best use of all Board members' expertise, time, and commitment, and ensure diversity of opinions on the Board.
4. **Participate actively in fundraising efforts** and invest in Ithaca Health Alliance in a personally significant way. Your participation in fundraising efforts is crucial and happens in two ways: giving money and raising money. As you invest in the Alliance in a personally significant way, you become a more effective ambassador for our organization. Fundraising is an opportunity to invite others to join you in investing in the community through the valuable work of the Alliance. Your responsibilities are:
 - ⤴ Make an annual personal financial contribution at a level that is significant for you and reflects your capacity to give.
 - ⤴ Invite others to join in giving (this can range from passing on an appeal brochure, to asking for a large gift...and everything in between - all efforts are necessary)
 - ⤴ Engage in activities related to fundraising (events, phone calls, selling tickets, etc.)
 - ⤴ Help appreciate donors (make appreciation calls, write thank you notes, etc.)
 - ⤴ Actively engage in assisting the agency to meet its goals with respect to fundraising and with respect to other revenue sources including government and foundation grants, events, fees for activities and learning, and corporate giving.
5. **Serve as an ambassador** by promoting and supporting the work of Ithaca Health Alliance in the community. We count on you to:
 - ⤴ Promote and support the work of the Alliance in the community, sharing stories and news of IHA's innovative programs and the impact of IHA on people's lives.
 - ⤴ Listen to stories and suggestions from our patients, participants, staff and volunteers.
 - ⤴ Attend and serve as an ambassador for Ithaca Health Alliance events.
 - ⤴ Participate in the nominating process and assist with recruiting new Board members.
 - ⤴ Bring in new contacts to the agency (volunteers, donors, supporters).
 - ⤴ Devote a minimum of 10 hours per year as a program volunteer and/or non-Board committee member (i.e., table at a community event, work a clinic shift, assist with newsletter, post flyers, etc.) in addition to attendance at Board and Board Committee meetings.

Thank you for serving as a Board member! Your time, effort, and energy will enrich the Ithaca Health Alliance for many years to come, as we work together to facilitate access to health care for everyone in our community.

I have read and am committed to fulfilling the above expectations for serving as a Director of the Ithaca Health Alliance.

Signed Name

Date

Printed Name