

Bent County HealthCare Center

Job Description
Board Member, Board of Trustees

Term: as appointed
Reports to: Board President

Activities: planning and preparation; attends regular and special Board of Trustees meetings; meet with Administrator as needed; attends committee meetings; supports fundraising activities; maintains contact with other officers/members of the Board of Trustees.

Major Duties and Responsibilities:

- Knowledge of the organization and personal commitment to its goals and objectives
- Annual financial contribution to the organization
- Regularly attend board meetings and important related meetings
- May be asked to attend subcommittee meetings
- Volunteer for and willingly accept assignments and complete them thoroughly and on time
- Be well prepared for meetings, review and comment on minutes and reports
- Assist in the management of the Board's review of actions related to the Board's financial responsibilities
- Work closely with the president, committees, and other staff
- Play a role in fundraising activities
- Encourage the Board's role in strategic planning
- Play a role in the performance of the organization in achieving its mission
- Play a role in monitoring financial planning and financial reports
- Perform other responsibilities assigned by the Board

Printed Name

Signature

Date

Effective Date: 3/17/2008
Revised: 9/24/2009