



420 East Sarnia Street
Winona, MN 55987

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Board Member Job Description

Hiawatha Valley Mental Health Center is a comprehensive Community Mental Health Center established in 1965. We provide services in five rural counties, Fillmore, Houston, Wabasha, Winona, Goodhue.

We are a mission driven organization and provide the spectrum of behavioral health services including clinic/site based services, community based services, school based services, and residential programming.

Purpose:

The Board Director is vital to the agency and is a voting member. The Board Director:

- Establishes policies of the Corporation to meet the objectives and goals of the Corporation that are based on community, professional, administrative and financial needs and ensures that proper professional standards are upheld.
- Authorizes the Executive Director to carry out Corporation policies and approve contracts and agreements to which the Corporation is party.
- Assures adequate financing and control of expenditures.
- Reviews and approves the Annual Budget, Annual Plan, and Audit of the Corporation.

Term:

Members shall be nominated and approved in staggered terms of three years, with a maximum of three consecutive full terms served. Member may be reimbursed a per diem and travel for Board of Director meetings and Board Committees.

Expected Meeting Attendance:

Individual Board Members are asked to contribute in the following ways:

- Attend Board Meetings: monthly for approximately two hours
- Attend standing committee meetings: serve on at board committee either in person or by teleconference as assigned
- Attend and participate in other agency meetings and special events as requested and assigned



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Obligations:

- Hire, supervise, and evaluate the Executive Director
- Mobilize resources to meet needs and achieve goals
- Review and approve program proposals and budgets
- Develop, maintain, and update short and long-term plans
- Monitor and evaluate programs and impact on behavioral health of all

Specific Duties:

- Focus on the mission of the agency and the needs of those served
- Assume leadership roles in all board activities
- Advocate actively for the agency's goals and initiatives within our communities
- Serve as a public spokesperson for those with behavioral health needs
- Attend board and committee meetings as assigned
- Be on time for scheduled meetings and call main office, or e-mail the Executive Assistant, if unable to attend.
- Be well-informed of issues and agenda items in advance of meetings
- Look over previous meetings minutes
- Take part in discussion, questions, and organizational decision making
- Understand the basics of parliamentary procedure and Roberts Rules of Order
- Listen respectfully to other points of view
- Work toward consensus
- Contribute skills, knowledge and experience when appropriate
- Volunteer as requested