



Snake River

COMMUNITY CLINIC

Snake River Community Clinic

215 Tenth Street - P.O. Box 6
Lewiston, ID 83501
Phone: 208-743-5899
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www.srccfreeclinic.org

Board of Directors Job Description

The Board of Directors is responsible for: determining the Clinic's mission and purpose; selecting the executive director; supporting the executive director and review of his or her performance; ensuring effective organizational planning; ensuring adequate resources; managing resources effectively; determining and monitoring the organization programs and services; enhancing the organization's public image; serving as a court of appeal; and assessing its own performance.

Individual Board Member responsibilities *may* include:

- Attend all board and committee meetings and functions such as special events
- Be informed about the Clinic's mission; services; policies; and programs
- Review agenda and supporting materials prior to board and committee meetings
- Serve on committees and offer to take on special assignments
- Make a personal financial contribution to the Clinic
- Volunteer professional time to the Clinic
- Inform others about the clinic
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the Clinic
- Keep up to date on developments in the Clinic's field
- Follow conflict of interest and confidentiality policies
- Refrain from making special requests of the staff
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's financial statements and ensuring that an audit is completed.

Personal characteristics to consider:

- Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group
- Willing to: prepare for and attend board and committee meetings, ask questions, take responsibility, and follow through on a given assignment, contribute personal and financial resources in a generous way according to circumstances, open doors in the community, evaluate one's performance.
- Develop certain skills if you do not already possess them, such as to: cultivate and solicit funds, cultivate, and recruit board members and other volunteers, read and understand financial statements, learn more about the substantive program area of the Clinic.
- Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, concern for the Clinic's development, a sense of humor.
- Diversity of board members is a critical issue

Interested in joining our Board of Directors? Please contact Heidi Burford-Bell, Clinic Executive Director:

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