Board of Health Member Job Description

Term:

A county board of health (BOH) member's term is for three years. The member may be appointed to serve additional consecutive terms by the county board of supervisors.

Time Commitment:

- **Regular BOH meetings** are scheduled ___ (define frequency) _____ Meeting time varies, usually a length of one-two hours. Time to prepare and/or follow-up for the BOH meeting may be an additional hour.
- **Special BOH meetings** may be scheduled during the year in addition to the regular meetings. Special meetings usually focus on one agenda item and the length is often less than an hour.
- **Standing Committees :** Annually, BOH members are assigned to different standing committees (e.g. member recruitment, fiscal, policy committees) Standing committee work will vary from a minimum of once a year meeting of one to two hours or a monthly meeting of a half an hour.

Experience and Qualifications:

- Willingness to dedicate the time and energy to promote and protect the health of the public in their jurisdiction.
- Willingness to learn about public health issues in the state and county.
- Ability to evaluate problems and support resolutions for public health issues.
- Possesses integrity and commitment for best practice.

Expectations of Board Members:

Board members fulfill the expectations of their membership in the following areas:

- Regular attendance at board meetings
- Active participation in board of health meetings
- Commitment to ongoing board of health education that assists the members to appropriately carry out their responsibilities/duties
- Regular BOH evaluation
- Involvement in recruitment efforts for and orientation of new BOH members
- Communication and Advocacy:
 - 1. Communicate public health issues in the county to the board of health.
 - 2. Communicate public health issues and solutions to county residents.
 - 3. Advocate with county officials for public health infrastructure and financial support
 - 4. Share public health information with individuals and groups about the mission and purpose of public health.

Responsibilities of the Board

- Understanding of and compliance with legal responsibilities and regulations
- Understanding of and compliance with financial responsibilities and regulations
- Understanding of and commitment to it's mission and vision
- Strategic planning
- Develops public policy with due consideration and agency policy when applicable
- Assurance of the Core Public Health Functions
- Delegates implementation of agency policy to administrator (when applicable)
- Selects and employs and administrator (when applicable)