

MHA...An Association of Montana Health Care Providers

Board Member Responsibility Checklist

Note: Time Estimates DO NOT Include Travel Time

1. Attendance at Board of Directors (6 per year) meetings,
plan 1-2 hours prep time for each meeting:

January Board meeting (Held at association office)	4 hours of 1 day
March Board meeting (Held at association office)	4 hours of 1 day
May Midyear Member meeting The May meeting convenes on a Wednesday afternoon and adjourns on Friday morning. Board meets on adjournment (Held in Bigfork)	3 days
July Board Retreat meeting The July meeting convenes on a Wednesday afternoon and adjourns on Friday morning. (Held at various locations)	3 days
August Board meeting (Held at association office)	4 hours of 1 day
November Board meeting (Held at association office)	4 hours of 1 day <hr style="width: 20%; margin: 0 auto;"/> Approx. 10 days

2. Representation to the Membership As opportunities arise

3. Representation at Region meetings Quarterly meetings

4. MHA Convention in September 3 days

Board Member Responsibilities Checklist/2

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| 5. | AHA's Annual Washington, D.C. meeting
Scheduled for the end of April | 1-4 days |
| 6. | AAHSA' Annual Washington, DC meeting
Scheduled in the spring (if AAHSA member) | 1-4 days |
| 7. | MHA Council & Committees
Number of meetings varies w/assignments | 2-4 hours |
| 8. | Legislative Forums
October in even years | Approximately 3 hours |
| 9. | Legislative Conference
Held in January of Legislative years | 1 day |

After reading and understanding the contents of the Board Member's Checklist, I am willing to serve and complete my term on the MHA Board of Directors.

Signature: _____

Date: _____