

NJHA Board of Trustees

Duties and Responsibilities

The Board of Trustees is the policy-making body for the New Jersey Hospital Association.

General Responsibilities of the Board of Trustees

- **Participation in HealthPAC**

NJHA Board members are expected to contribute to NJHA's HealthPAC at a personal level of \$1,000 annually. Board members are also expected to obtain a commitment of a contribution from at least one CEO from a hospital outside of the Board member's system.

- **Strategic Direction**

The Board is responsible for establishing both the strategic direction of positions on health policy and the strategic direction of NJHA as an organization.

- **Leadership to Members**

Looking beyond the interests of individual organizations and institutions, the Board focuses on the broader policy, socioeconomic and health issues affecting healthcare. The Board is continually challenged to anticipate the needs of the members and influence members through its deliberations and actions.

- **Fiduciary Duty**

The Board is accountable to the membership for the appropriate use of resources by the Association, including dues, budget and investments. The Board has charge of the property of the Association and the authority to control and manage the affairs and funds of the Association. The Board delegates much of the work associated with this responsibility to the NJHA Finance, Investment and Audit and Compliance Committees.

- **Public Policy Positions**

The Board has authority to determine NJHA positions on health policy, it reaches decisions after consideration of all membership perspectives, and, as appropriate, consultation with the Policy Development Committee, as well as the unique needs of a diverse membership.

- **Guidance to Staff**

The Board provides counsel and advice to staff in the development of policy, advocacy strategy and programming for membership. From time to time, parts of this responsibility may be delegated to committees, constituency groups or task forces.

- **CEO Performance**

The Board is ultimately responsible for conducting the performance evaluation of the NJHA president/CEO. The Executive Compensation Committee is charged with the leading role in this area and making recommendations to the Board.

Leadership Responsibilities

- **Member recruitment and retention**

Peer contact is the most effective tool in attracting and retaining members. Board members are expected to take the lead in recruitment and retention efforts related to colleagues.

- **Visible NJHA spokesperson and supporter**

Board members are expected to draw attention to and explain NJHA positions and activities in discussions with colleagues.

- **NJHA representative**

From time to time, trustees may be asked to represent the Association before the public, Congress, state legislature, the news media and NJHA membership.

- **Grassroots lobbying**

In addition to determining health policy positions, Board members should be actively involved in advocating those positions as well as supporting the Association's political fundraising efforts.

- **Participation in NJHA programs, services, committees**

A board member's institution should be visible at major NJHA programs including quality patient safety initiatives and/or participate in NJHA business service programs. A board member and their institutional staff should actively participate on NJHA committee, task force, constituency and other member groups. Since not all programs and services will be relevant to all organizations represented by Board members, Board members are expected to select only those services and programs that would benefit their organizations.

- **NJHA Dues**

A board member is expected to remain in current and good standing with their member hospital NJHA dues.

- **Support of NJHA Vision and Mission**

Board members should understand and support NJHA's mission and vision and always consider them as the foundation on which policy decisions are made. Each Board member should make an effort to make the NJHA vision and mission part of their own institution's goals and activities.

- **Orient New Member CEO's**

Board members may be asked to orient CEOs of new member organizations and new CEOs at existing member institutions.

- **Surveys/Polls**

Board members should set an example through participation in all Association surveys, polls, etc. and a willingness to provide data and share information as necessary.

- **Quality Initiatives**

Board members should consider committing to participation in at least two quality initiatives through the HRET of NJ or other nationally recognized quality initiatives as recommended by the Board on an annual basis.

Board Meeting Responsibilities

- **Attendance**

Board members are expected to attend all Board meetings, the NJHA Fall Membership Luncheon and to participate in Board conference calls as much as possible. In addition Board members are expected to participate in any Board Orientation at the onset of their term, educational sessions and an annual Board Evaluation. The Board has up to six regularly scheduled meetings per year. Conference calls are infrequent and held only on an as needed basis. Educational sessions are held on an as needed basis.

- **Focus on NJHA as a whole**

Some trustees have strong ties to their region or a particular constituency group and see how various organizations are affected differently by policy issues and services. However, Board members are expected and responsible for focusing on the interests of the membership-at-large when exercising decision-making at the NJHA Board rather than focusing on the impact of their own institution or organization.

- **Leadership in discussions**

Board members may be asked to help frame and present issues, lead discussion groups or undertake any other activities to enhance the quality of Board debate.

- **Consideration of all points of view**

The Board should be aware of and have the opportunity to discuss the full range of opinions and options before taking a position. Board members should alert the Board to differing views or concerns held by others, both in and outside the field, even if the Board member does not hold these views.

- **Issue Identification**

When Board members believe an important issue should be on the agenda, they should contact the chair or the NJHA president.

- **Conflict of Interest Statement**

Board members are expected to reveal any conflicts of interest. If conflicts arise between the trustee's personal interest and his or her obligations to act in the best interest of the Association as a whole, the trustee should disclose the interests and refrain from acting on any specific issues related to the conflict.

- **Preparation**

Board members are expected to review agenda materials in advance, as well as stay current on health policy issues. Staff is always available to answer questions or provide resources to Board members.

Other Duties

- Board members are asked to carry out other duties as requested by Board officers, the NJHA president or Board as a whole (depending on the need and circumstances.)