

**Olympic Community of Health**  
**Board Member Commitments and Operating Procedures**  
Originally approved December 12, 2016  
Updated on May 10, 2021

**Board Members**

The majority of Board members serve as representatives of their respective sector for the three-county Olympic Community of Health (OCH) region or of their respective Tribe. As of 2020, a few Board seats are considered “at-large”, with members representing broad interest categories.

**Alternate Members**

Each sector designates one alternate member to serve in the absence of such sector’s Board member. The alternate member serving in the stead of a board member shall have the same rights, privileges, and responsibilities as the primary board member. Only official alternate members shall have the right to vote and to participate in Board deliberations.

*This procedure does not apply to Tribes, who may choose alternates at will.*

*This procedure does not apply to at-large seats.*

**Managed Care Organizations (MCOs)**

See the current MCO Sector Representative Policy.

**Sector Communications**

Board members in sector seats are responsible for communicating with other members of their sector to ensure effective information flow to and strong engagement on matters related to OCH. Members bring the experience, expertise, and perspective of their sector; they do not represent their personal views or their organization’s interests alone:

- All members are expected to proactively solicit the input and perspectives of other organizations within their sector
- All members will provide regular updates/feedback loops to interested organizations in their sector on OCH’s work and priorities
- All members will serve as spokespersons for OCH and are encouraged to help expand the OCH partnership network
- Members will disclose any substantive differences of opinion or disagreements within their sector related to Board of Directors action items

**Transparency & Confidentiality**

OCH Board of Directors meetings are open to the public and meeting packets and materials are posted online. On occasion, the Board may take some confidential items behind closed doors in Executive Session. Board members should hold that information in confidence.

**Participation**

Participation and attendance at board meetings is a high priority. Board members are expected to be prepared to discuss issues and business, having read background material relevant to the topics at hand.

- Members must regularly attend meetings to maintain governance continuity, to be fully informed about the issues on which they will vote, and to meet their responsibility to contribute to the decisions the Board is required to make.

- If a member is unable to attend a board meeting, they may send the official alternate who is granted full decision making authority
- A member no longer able to actively participate will notify the board and/or executive director
- Members take responsibility for and follow through on agreed upon assignments
- Members abide by Board policies

**Conduct**

Board members are expected to act in the following manner:

- Exercise the duties and responsibilities of their positions with integrity, collegiality, deep respect, and care
- Cooperate with and respect the opinions of fellow Board members, and leaving personal prejudices out of all board discussions, as well as support actions of the Board even when the Board member personally did not support the action taken
- Represent the OCH in a positive and supportive manner at all times and in all places
- Show respect and courteous conduct in all board and committee meetings
- Refrain from intruding on administrative issues that are the responsibility of management, except to monitor results and ensure that procedures are consistent with board policy

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_