SHRINERS HOSPITALS FOR CHILDREN
BOARD OF GOVERNORS
JOB DESCRIPTION

Responsibility: Board of Governors, Shriners Hospitals for Children

The Board of Governors is responsible to the Board of Trustees for the efficient management and operation of their hospital in accordance with the Articles of Incorporation of Shriners Hospitals for Children, its bylaws, the hospital regulations and the policies established from time to time by the Board of Trustees.

Role: Board of Governors, Shriners Hospitals

Each member that is appointed to serve on the Board of Governors will participate, actively and enthusiastically, in carrying out the following role of the Board of Governors to assure the success of his hospital:

√ Board members shall act as a liaison between the hospitals and the Temples. They shall be responsible for the dissemination of information regarding the hospital and its policies and procedures and charges thereof, education of the nobility within their Temples as the operation of the hospital and to inform the nobles about the financial needs of the hospital. This shall include a minimum of two presentations to various Shrine groups/clubs per year. The member shall report this activity to the Chairman of the Board of Governors.

√ Board members shall have the responsibility of educating the public concerning Shriners Hospitals for Children and the workings of the hospitals. To that end, each member should make every attempt to give a minimum of two presentations per year in their local area to various public groups/clubs/organizations (outside of Shriners) annually and report on this activity to the Chairman of the Board of Governors, who in turn, will submit a consolidated report of board’s activity in this area to the Chairman of the Board of Trustees.

√ Set local policies and procedures for the hospital in concert with the corporate hospital regulations, bylaws and directives. The board and its members shall monitor hospital operational results through statistics and feedback provided by the Administrator.

√ Set the long term direction of the hospital in concert with the corporate strategic plan’s goals and objectives. Promote financial viability via budget (both the operating budget and the capital
budget) and financial oversight, fund development, and resource management measures.

√ Ensure that the quality of care rendered and the depth of services provided are maintained and continuously improved through the employment of appropriate metrics.

√ Monitor the efficiency and effectiveness of significant hospital funded programs, and take action where appropriate to improve, modify or eliminate such programs as necessary to maintain the hospital’s clinical excellence and financial viability.

√ Oversee and promote throughout the hospital a positive relationship with the medical staff. Hold the medical staff accountable to agreed upon patient care, research, and educational activities.

√ Assure the hospital meets regulatory, accreditation and legal requirements. Designated members shall participate in Joint Commission accreditation surveys.

√ To be an effective member one must participate as designated in board member recruitment, selection, and orientation.

√ All members shall participate actively in board education opportunities, self-evaluations, effective functioning of the board, and its committee structure. Members shall come prepared to discuss agenda items both for the committee(s) on which you will be appointed, and the regular meeting of the Board of Governors.

√ Designated members shall review and sign checks weekly or on an as-needed basis. In so doing, they will review for appropriate documentation, validation and discounts.

√ Act as an advisor to the Administrator and the Chief of Staff, especially in the area of your expertise (attorney, physician, banker, insurance, construction, etc.) Holding the Administrator and Chief of Staff accountable for meeting the stated goals and objectives in the current fiscal year’s business plan.

√ Required to attend nine (9) regularly scheduled (monthly) meetings.

√ Act with the highest integrity by maintaining at all times the confidentiality of the board’s proceedings.

√ Members shall represent the board during visits of Shrine, outside events that benefit the hospital and visits by other dignitaries.
including donors.

✓ Members shall commit to attending educational seminars and other opportunities to enhance their applicable skill levels.

✓ Members shall serve and actively participate on various committees to which they will be assigned by the Chairman of the Board.

✓ Be computer literate, have an active email address to foster fast and clear communications. Learn to use the World Wide Web and CD distributed communications.

✓ Complete a self-evaluation and local board performance evaluation form and submit them for review by the Chairman and Vice Chairman, who in turn, will send a summary report of the board’s performance to the Chairman of the Board of Trustees.

✓ Participate in hospital special events (employee recognition programs, etc.)

✓ Avoid inappropriate public statements by referring media inquiries concerning hospital matters to the Chairman of the hospital Board of Governors or the Hospital Administrator.