



## Job Description for HOK Board Members

Responsibilities of HOK Board of Directors include but are not limited to:

1. Reading and remaining familiar with our Articles of Incorporation, Bylaws and Policies and Procedures
2. As needed, revising the bylaws that provide for election or appointment of officers and committees and establishing the frequency of meetings
3. Establishing a written mission statement that is consistent with the hospice philosophy
4. Ensuring that services provided are consistent with hospice philosophy and the requirements of 7 AAC Chapter 12
5. Hiring, terminating and providing for supervision for all paid positions
6. Designating a Director who meets the requirements of 7 ACC 12.329(b)
7. Delegating to the Director the authority and responsibility for the daily operations of Hospice of Kodiak in accordance with State and Federal regulations
8. Providing for systematic and effective communication between the community, governing body and the Hospice of Kodiak Director
9. Overseeing the management and fiscal affairs of Hospice of Kodiak, including approving the budget and monitoring financial information and organizational operations
10. Providing for sufficient supplies and equipment to meet client needs; and engaging in short and long-range planning

As a member of this board, I commit to:

- Attending all board meetings, to the best of my ability
- Consider participating in the annual volunteer training
- Holding this organization to a high standard of performance and actively helping to make this a world class organization
- Understanding my roles and responsibilities and becoming sufficiently knowledgeable about our organization and its operations to make informed decisions
- Reading the materials sent to the board and coming prepared to board and committee meetings
- Arriving at meetings on time and staying for the full agenda (unless I have otherwise notified the board or committee chair)
- Asking for clarification on any matters or material that I do not understand before making a decision
- Listening carefully to other board members and staff with an open mind and an objective perspective
- Actively working towards those decisions and solutions that are in the organization's best interests (speaking with one voice)

- Respecting the confidentiality of the board's business

Optional Responsibilities: While serving my board term, I agree to:

- Participating in at least one fundraising opportunity annually
- Speaking the message of this organization publicly at other civic meetings, i.e. Rotary, Chamber of Commerce, Elks
- Volunteering in a community-wide project as part of our organization's team

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

Modified and used with permission from the Foraker group.

161 Klevin Street, Suite 100, Anchorage, Alaska 99508 907-743-1200 [forakergroup.org](http://forakergroup.org)

---