



Role Description – Board Member

Title:	Board Member	Date Approved:	1.15.2025
Term limits:	2 terms; 3-year term	Type:	Volunteer
Responsible to:	Board President and other Board Members	# of Positions	9 - 13

Role Summary:
<p>North Dakota Professional Health Program (ND PHP) is a 501(C)(3) non-profit entity that provides a voluntary, confidential, non-disciplinary monitoring program to support professionals experiencing potential impairing conditions such as substance use disorder, mental/behavioral health, or cognitive conditions. Through active participation in the ND PHP Board of Directors as well as committee meetings the Board Member works collaboratively to create one voice and establish an overall strategic vision of the organization. This position works in unison with other board members to establish outcome metrics for program, financial health, as well as establish and maintain governing policy.</p>
Responsibilities:
<p><i>Strategic Vision and Leadership</i> – Assist in the establishment of a strategic direction for the program through collaboration with other board members, Executive Director, and Medical Director to develop an annual vision and direction. Assists in ensuring that the overall program priorities are aligned with the mission, vision, and goals of the organization. Provides leadership through the Board of Director role by transparent collaborations with other board members and staff at the ND PHP as well as members of the public, and key stakeholders.</p> <p><i>Governance</i> – Supports the development of the organization and the Board of Directors; Responsible for overall governance of the organization through establishment and monitoring of policies include the bylaws for the Board of Directors; Ensures effective program performance through ongoing planning and evaluation.</p> <p><i>Financial Oversight</i> – Ensures overall financial health of the organization, including financial policy and procedure review and ongoing analysis of financial reports; reviews audit information provided by independent auditing agency for opportunities for improvement as well as best practices.</p> <p><i>Advocacy</i>- Represents the organization to stakeholders when appropriate, shares contact information to support advocacy efforts and assists as needed in public speaking to benefit growth, strategic alignment or other advocacy efforts.</p> <p><i>Other</i> – Other functions as needed to contribute to the success of the organization.</p> <p><i>Note: The responsibilities outlined above are performed collectively as one voice of the full Board of Directors or committee. An individual lacks the authority to speak on behalf of the board unless directed by the President of the Board or Executive Committee.</i></p>



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Competencies:

Strategic Thinking – looks for overall organization rather than personal or other interested group agenda using innovative ideas

Engagement – Collaborates with other board members and key stakeholders; positively contributes to the furtherance of the organization in the public

Professionalism – Considers the reputation of the organization in the public; Demonstrates a mutual respect for others through honesty, communication, and respectfully reasoning

Reliability – Demonstrates dependability and engagement through board meeting and committee attendance as well as interacting in these settings

Service – Demonstrates a strong commitment to the mission of the organization and meeting the needs of the participants served.

Experience/Education/License/Certifications:

Does not need to maintain a ND residence

Should hold experience, lived or professional, in substance use disorders or behavioral health.

Members on the board should collectively hold a diverse background of skills, knowledge, and experience to bring to their role on the board.

This role description outlines the general terms of the work performed as a Board of Director member and is a typical responsibility of the position. The ND PHP reserves the right to add, modify, change, or rescind the actual duties, responsibilities, qualifications, and work assignments as outlined in the Bylaws for the organization. The ND PHP will make reasonable accommodations for its board members to perform these duties and will follow the organizational policy for nondiscrimination when selecting board members. This role description does not guarantee continued membership on the board and is not a contract between the volunteer board member and the ND PHP.

Board members serve on a volunteer basis as outlined in the ND PHP bylaws.