

NPWH Board Member Guide:

*This is a resource document for **BOD candidates** regarding NPWH Board membership.*

General Information: Please refer to the NPWH bylaws for complete and detailed information.

A term is 3 years and a term begins on January 1st & ends on December 31.

The BOD meets in person twice a year: a weekend in the spring in Washington, D.C. -- all day Saturday & half day on Sunday. The fall BOD meeting is held in conjunction with the Annual NPWH Conference. The BOD meets for a full day the day prior to the pre-conference. There is a social dinner that takes place in conjunction with the Board meetings – typically the night before or night of the meeting; this dinner is optional, but highly recommended for Board members.

It is expected that Board members spend approximately 8 to 16 hours per quarter on NPWH Board business; this includes Board conference calls, committee and/or task force service and the twice yearly Board meeting and dinner. The amount of time spent varies depending on level of committee and leadership positions. It is expected that Board members attend the Annual Conference in its entirety and that Board members are present for all plenary sessions and the Corporate Advisory Board Reception. It is expected that Board members assist with registration, moderate breakout sessions, set up and tear down skills sessions and assist with other tasks, as needed, at the Annual Conference. The Annual Conference is one of the largest fundraising activities NPWH undertakes.

NPWH fiscally supports Board member participation – travel, lodging, local transportation, and parking - at Board meetings and the Annual Conference. Board members can make travel reservations through NPWH's travel agency and hotel rooms are billed directly to NPWH's master account. Board members may submit for reimbursement for local transportation and parking. The BOD has decided that members will not book flights that are scheduled to arrive less than 90 minutes before the Board meeting begins or that depart less than 90 minutes after the Board meeting concludes. There is concern about the disruptions to the Board's work when members arrive late or leave scheduled meetings early.

Board Member Responsibilities: Board members have essential roles in governance and policy-making, as well as serving as ambassadors for NPWH.

1. Determine mission and purposes. It is the board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means, and constituents served.
2. Select the chief executive. Boards must reach consensus on the chief executive's responsibilities and undertake a careful search to find the most qualified individual for the position.
3. Support and evaluate the chief executive. The board should ensure that the chief executive has the support he or she needs to further the goals of the organization.
4. Ensure effective planning. Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
5. Monitor and strengthen programs and services. The board's responsibility is to determine which programs are consistent with the organization's mission and monitor their effectiveness.
6. Ensure adequate financial resources. One of the board's foremost responsibilities is to support the CEO in her efforts to provide adequate resources for the organization to fulfill its mission.
7. Protect assets and provide financial oversight. The board must assist in developing the annual budget and ensuring that proper financial controls are in place as well as make individual contributions to the organization in a way that is meaningful for each Board member.
8. Build a competent board. All boards have a responsibility to articulate prerequisites for candidates, orient

new members, and periodically and comprehensively evaluate their own performance.

9. Ensure legal and ethical integrity. The board is ultimately responsible for adherence to legal standards and ethical norms.
10. Enhance the organization's public standing. The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.

Personal Financial Responsibility: All BOD members are expected to make an annual financial contribution to the organization that is personally significant. This is particularly important when NPWH does fundraising and/or applies for grants. Funders increasingly look for/require that our Board has a record of 100% donation to the organization.

Committee service expectations for NPWH Board members:

- Every Board member will serve on 1-2 standing committees each year.
- Previous experience, personal interest in developing new skills/capabilities, and needs of the BOD at the discretion of the Board Chair and CEO determine committee assignments.
- It is expected that Board members arrive to meetings (committee & BOD) having read materials and prepared with questions for discussion.

Leadership

- It is the responsibility of the organization to provide leadership opportunities for our BOD members. Likewise, it is up to each Board member to voice their willingness and preparedness to lead.
- During a BOD member's first term, it is expected that they will serve in a leadership position for one year. During a BOD member's second term, it is expected that a BOD member would serve in a leadership position for at least two years, provided enough leadership opportunities are available.
- Leadership activities Board members may participate in include:
 - ✓ Chairing a committee
 - ✓ Speaking at a NPWH meeting or conference
 - ✓ Strategizing about new NPWH corporate or advisory board member entity/individual recruitment
 - ✓ Helping staff to plan content/obtain speakers for presentations/webinars, etc
 - ✓ Representing NPWH at its request at federal or other organization/association meetings) (eg, HRSA, ACOG, ACNM, NCSBN, NONPF etc.)
 - ✓ Participating in an NPWH-sponsored event such as press conference or briefing at its request

Benefits of being a NPWH Board member: (as identified by current Board members)

- Enhanced involvement with the women's health care and nurse practitioner communities.
- Participation and experience with healthy Board practice and culture.
- Broaden horizons, sense of community, personal and professional network with diverse relationships.
- Access to national information and perspectives, and helping frame national agenda around trends, policy makers, and funders.
- Exposure to new learning opportunities about national health care issues by participating nationally (can apply lessons learned at home).
- Professional growth, recognition, and leadership development opportunities.
- Access to information and trends about resources and funding opportunities.

Ground rules of Accountability for NPWH BOD:

- Communicate with respect, authenticity, honesty and integrity and share experiences for the good of the Board and NPWH.
- Discuss business at the table. No sidebars that derail progress.
- Voice questions and concerns in a timely and respectful manner.
- Questions should help generate new thought versus shut conversation down.
- Listen to understand.
- Model healthy Board culture behaviors.
- Demonstrate appreciation of diversity (of thought, gender, race/ethnicity, age and skill set).