

Policy 4.1 – Board Member Job Description

Board members are responsible for determining NBCE policy in human resources, planning, finance, chiropractic community relations, and organizational operations.

- A. Human Resources - Board members have three key responsibilities in this area:
1. Board membership, which includes recruiting new Board members, recognizing and nurturing existing Board members, and providing existing Board members with opportunities to grow and develop as leaders.
 2. CEO oversight, which includes hiring, termination, disciplining and ongoing evaluation of the CEO.
 3. Personnel policies, which includes policies relating to the CEO's employment, and ensuring that the CEO has complete and up-to-date policies in place for management of staff.
- B. Planning - Board members have three key responsibilities in this area:
1. Establish and review NBCE mission/philosophy/goals.
 2. Plan which services/programs NBCE provides.
 3. Evaluate NBCE services/programs and operations on a regular basis.
- C. Finance - Board members have four key responsibilities in this area:
1. Ensure financial accountability of NBCE.
 2. Oversee an ongoing process of budget development, approval, and review.
 3. Ensure that adequate funds are available to support NBCE's policies and programs.
 4. Oversee properties or investments of NBCE.
- D. Chiropractic Community Relations - Board members have three key responsibilities in this area:
1. Ensure that NBCE's programs and services appropriately address the needs of those we serve.

2. Advocate for NBCE's services/programs, which includes an awareness that Board members are always emissaries of NBCE in the chiropractic community.
3. Take cooperative action, which includes determining occasions when NBCE could/should take part in coalitions, joint operations, etc. in accordance with the mission of the NBCE.

E. Organizational Operations - Board members have four key responsibilities in this area:

1. Ensure that NBCE's management systems are adequate and appropriate.
2. Ensure that the Board's operations are adequate and appropriate, which includes writing policies for conduct of meetings and operation of Board business.
3. Ensure that organizational and legal structure are adequate and appropriate.
4. Ensure that NBCE and its Board members meet all applicable legal requirements.

Policy 4.2 – Perpetuation of the Organization

Continuance of the organization is the responsibility of the NBCE Board and requires that the Board carefully select replacements as Board members leave the Board. Appropriate potential new Board members must be recruited to maintain continuity of the governance of NBCE.

The Board will maintain an ongoing recruiting plan that can fill Board vacancies with a well-qualified candidate and with minimal disruption to the Board's work. When selecting new Board members, the Board will attempt to find an individual who will offer diverse perspectives to the Board's decisions.