



Board of Directors Recruitment Packet

Unicare Community Health Center

**437 N. Euclid Ave. #A
Ontario, CA 91762**

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Web: Under Development

E-Mail: k.vo@unicarechc.org

**Approved by the Board:
Revised:**

HISTORY

Our clinics began in 2001 in Ontario at the site of our current Ontario facility. We followed Ontario with Pomona in October of 2006. Our last clinic was added in 2009 in the community of San Bernardino. The clinics see all life cycles and provide a full complement of health care services and access to a wide variety of programs.

These three clinics comprise the new Unicare Community Health Center designed to be an applicant for designation as a Federally Qualified Health Center and/ or Look-Alike.

Ontario Clinic
437 N. Euclid Ave. #A
Ontario CA 91762

Pomona Clinic
1501 E. Holt Ave.
Pomona, CA 91767

San Bernardino Clinic
570 S. Mt. Vernon Ave. #G
San Bernardino, CA 92410

Mission

The mission of Unicare Community Health Center is to be a community health care organization that treats everyone with dignity, respect and cultural sensitivity to help create an environment in which all can prosper.

Core Values

1. Patient Centered

Unicare Community Health Center seeks to create a caring environment within which patients and their families may receive the highest level of health and wellness services, delivered in a personal, patient-centered care model.

2. Commitment to the Community

Unicare Community Health Center pledges to continue the legacy of caring that is an integral part of our history while building on the future of our community. Our commitment to the community will continue by enhancing programs currently in place and to build on collaborative partnerships with community agencies to develop a stronger and healthier community.

The Board of Directors

MISSION OR PURPOSE STATEMENT

The Board of Directors plays an essential role in the governance and organization of the health center and the accomplishment of its mission to treat everyone with dignity, respect and cultural sensitivity to help create an environment in which all can prosper. The Board of Directors sets overall strategy and policy objectives, approves the budget and work plan which creates a framework for compliance with applicable laws and quality standards, and monitors how well the center is progressing to meeting its goals.

RESPONSIBILITIES

1. PLANNING

- Approves the Unicare Community Health Center (UCHC) mission and vision, and reviews the board's and the CEO's performance in achieving them. UCHC management is defined as the Chair, the Board of Directors, and the Executive Director/CEO.

- Annually assess the ever-changing environment of the sector in which UCHC functions and approves UCHC's strategies in relation to it.
- Reviews and approves UCHC's programs, plans and directions.

2. ORGANIZATION

- Work with the Executive Director/CEO to create strategic direction for the clinic and to set short and long term goals.
- Assure that management continuity is properly provided.
- Approve appropriate compensation and benefit policies and practices.
- Identify candidates and determine the eligibility of candidates for the nomination of officers and directors as submitted by the Board Leadership and Development Committee and approves the report as deemed appropriate.
- Actively participate at the Board meeting and on committee assignments.
- Supporting sponsoring donor the organization through the annual board individual giving campaign.
- Financially support the organization through the annual board individual giving campaign.
- Identify potential funding sources and serve and serves as an Ambassador in securing organizational funding.
- Annually evaluate the performance of the Executive Director/CEO and determining any bonus awards or increases in salary.
- Annually review the performance of the Board of Directors and take steps to improve its performance (including recommendation for its composition, organization, and responsibilities).

3. OPERATIONS

- Review the results achieved by management as compared to UCHC's mission, program plans, and UCHC's Strategic Plan as well as in comparison with those similar organizations.
- Ascertain that the financial structure of UCHC is adequate for its current needs and implementation of UCHC's Strategic Plan by approving UCHC's annual budget.
- Provide candid and constructive criticism, advice and comments to the Chair, other members of the Board of Directors, and the Executive Director/CEO.
- Approve major actions of UCHC such as capital expenditures on all projects over authorized limits or major changes in programs, services, office location, etc.
- Review monthly and annual financial results for the organization and ensuring, through the oversight of the audit committee and its reports to the full board, that reports are accurate and in accordance with accepted accounting principles.
- Execute UCHC's Standard of Excellence, that include organizational cultural competency, maintaining the highest standard of fiduciary duty and service to the community.

4. AUDIT

- Assure that the Board of Directors and its committees are adequately and currently informed through reports and other methods concerning the state of UCHC.
- Assure that published reports properly reflect operating results and the financial condition of UCHC.
- Insure that management has established appropriate policies to define and identify conflicts of interest throughout UCHC and is diligently overseeing the enforcement of these policies.
- Approve independent auditors.
- Review compliance with relevant material law affecting UCHC.

5. DIRECTOR POSITION DESCRIPTION

- The role of each Director is to serve by leading, advising, and supporting the activities of UCHC for Nonprofit Management. Each Director participates by:
 1. Attending all Board meetings, being prepared to further the success of UCHC and to support its mission statement and goals.
 2. Monitoring and mentoring standing committees as assigned and on as needed basis providing advice, encouragement and voice for the committee to the Board.
 3. Responsible for identifying and nominating and approving candidates to the Board and other leadership positions.
 4. Accepting special assignment designated by the Chair.
 5. Remaining current on issues affecting the nonprofit sector as it relates the mission of UCHC its members or community at large.
 6. Informing the Board and staying proactive in helping position UCHC to support its members or to enhance its funding sources and ensure high quality service to its patients and the community,
 7. Acting as a role model, change agent and professional exemplar.

MEETINGS AND TIME COMMITMENT

1. Meetings held monthly, attendance is required, some meetings may be handled by conference call.
2. Participates in standing committees in such areas as Finance, Quality Assurance, Strategic Planning, Development/Fundraising and Outreach/Public Relations.

3. Attend fundraising events.
4. Participate in Board education and training.
5. Attend an annual Board Retreat.

REQUIREMENTS OF CANDIDATES

Unicare Community Health Center is seeking a group patients, professionals, government and foundation executives, public health and healthcare providers and business executives and/or community leaders and non-professionals, who will bring access and influence to UCHC. Each Director is expected to use his/her access and influence to support the growth and development of the organization.

Candidates must have a commitment to quality public health in its broadest sense to make a difference in the lives of people and their communities. They must also be committed to supporting UCHC in making its Board of Directors representative and inclusive of the entire community, including people of varied ethnicity, gender identity, sexual orientation and physical abilities. Candidates must have leadership, management and interpersonal skills, patience and good humor, must be able to participate in and sustain collaborative group efforts and have a dedication to the Mission and Values of UCHC.

THE SELECTION PROCESS

General Meet and Greet

Application and review/interview

215A Compliance Application

Review

OPPORTUNITY

This is an exceptional opportunity to foster the growth and development of Unicare Community Health Center devoted to improving the lives and prospects of its patients and the community.

Expectations of Board Members

1. I will share the vision, mission, and work of UCHC to the community, represent the organization, and act as a spokesperson.
2. I will attend at least 75% of board meetings, committee meetings, and special events.
3. I will actively participate in fundraising activities to ensure the stability of UCHC.
4. I will act in the best interests of the organization, and excuse myself from discussions and votes where I have a conflict of interest.
5. I will stay informed about what is going on in the organization. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies and other board matters.
6. I will work in good faith with staff and other board members as partners toward achieving our goals.
7. I will contribute time each month to supporting UCHC.
8. I will receive, and carefully review, all board meeting materials sent to me prior to each Board meeting. I will be fully prepared for these meetings, with relevant questions and suggestions.
9. If I don't understand anything in these reports, I will schedule an opportunity to learn.

Accepted: _____
Board Member Name and Signature

Date: _____

Application to the Board of Directors

Please complete this application. Use additional pages if necessary.

Name:		
Phone:	Fax:	Email:
Work Company & Address (if applicable):		
Work Phone:	Work Fax:	Work Email:
Age (Select One): <input type="checkbox"/> Youth <input type="checkbox"/> 20 – 35 <input type="checkbox"/> 36 – 50 <input type="checkbox"/> 51 – 64 <input type="checkbox"/> 65 or over	Race/ Ethnicity (Select One): <input type="checkbox"/> African- American <input type="checkbox"/> Asian- American <input type="checkbox"/> Hispanic/Latino/Latina <input type="checkbox"/> Native American <input type="checkbox"/> Caucasian (non-Hispanic) <input type="checkbox"/> Other	
Gender (Circle One): Male Female		
Summarize your experience with and/or interest in our organization:		
Why do you want to be a member of our Board of Directors?		

What skills and knowledge can you bring to our board? Please indicate your experiences in the following areas:

SKILL	Very Experienced	Some Experience	No Experience
Strategic Planning			
Fundraising			
Board Development <ul style="list-style-type: none"> - recruitment - training - evaluation 			
Program Planning and Evaluation			
Recruiting, Hiring, and evaluating personnel			
Financial Management and Control <ul style="list-style-type: none"> - budgeting - accounting 			
Communication, Public and Media relations			
Participation in interagency committees			
Public Speaking			
Organizational Development			
Information Technology			
Writing / Journalism			
Special Events <ul style="list-style-type: none"> - planning - implementing 			

Legal Issues			
<p>Please list any other skills you think may be appropriate for our board.</p>			
<p>For items checked "Very Experienced" or "Some Experience", please provide details.</p>			

Priority Rank	Committee Description
	<p>Governance Committee</p> <p><i>Monitors, evaluates, and revises organizational and board performance measures and strategic achievements achievement time lines.</i></p> <ul style="list-style-type: none"> • Plans/manages activities designed to strengthen the organization • Identifies people to join board • Submits a slate of officers • Introduces the community to the organization • Coordinates & oversees the strategic plan • Conducts annual self-assessment survey
	<p>Finances/Audits Committee</p> <p><i>Oversees/administers major financial matters and reports to full Board. Responsible for helping to make finance reports understood.</i></p> <ul style="list-style-type: none"> • Oversees annual audit • Works with investment managers • Reviews employee benefits package and makes salary recommendations • Oversees all development related accountability measures (reporting, billing, tax issues) • Provides budget oversight to assure compliance with budget limitations
	<p>Development Committee</p> <p><i>Designs/administers comprehensive development plan* that indicates investments to be made in targeted categories.</i></p> <ul style="list-style-type: none"> • Board giving • Donor appeals • Annual fund driven/Capital Campaign • Planned giving • Grants acquisition • Special events (adopt-a-student, sell student-crested holiday cards, alumni database) • Committee manages and oversees adherence to development of timeline & reports back to Board at meetings

	<p>Communications Committee</p> <p><i>Develops and implements external communications; may facilitate improvements to internal communications if asked.</i></p> <ul style="list-style-type: none"> • Develops and presents annual reports • Continuously provides stories to the media • Coordinates publicity and/or promotions • Facilitates relationships via communications among funders and other stakeholders
<p>If you have a resume, please attach it to packet.</p>	
<p>Mail, fax, or email completed application to:</p> <p>Unicare Community Health Center Address: 437 N. Euclid Ave., Ontario, CA 91762 Fax: (909) 988-4447 E-Mail: k.vo@unicarehc.org</p>	

*I understand and accept the responsibility of a Board Member, as delineated in the Board Member Description of Responsibilities and Board Member Expectations in the Board Recruitment Packet.

Accepted: _____ Date: _____
Signature

Print Name Driver License# Social Security #

Place of Birth (country) State City County