

Board

Position Description

The board is the advisory arm of the Minnesota Oral Health Coalition and will support the work of the Executive Director and MOHC committees and provide mission-based leadership and strategic governance. The day-to-day operation is led by the Coalition's Executive Director with oversight from the Executive Committee. The roles and responsibilities of a Board Member includes to: Leadership, governance, and oversight

- Serving as a trusted advisor to the Executive Director
- Reviewing outcomes and metrics created by the Minnesota Oral Health Coalition for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to board and committee meetings
- Reviewing Minnesota Oral Health Coalition's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Contributing to an annual performance evaluation of the Executive Director
- Assisting the Executive Director and Board President in identifying and recruiting other board officers
- Ensure, that board resolutions are carried out
- Serving on committees or task forces and taking on special assignments
- Representing Minnesota Oral Health Coalition to stakeholders; acting as an ambassador for the organization
- Ensuring Minnesota Oral Health Coalition's commitment to a diverse board and staff that reflects the entire State of Minnesota

BOARD TERMS/PARTICIPATION

The Officers of the Minnesota Oral Health Coalition's Board of Directors are elected to serve one-year terms with the option to accept serving up to two additional terms of one year each. No officer may serve more than three years, unless approved by the board of directors. At least two board meetings must be held in a calendar year. Committee meetings will be held outside of, though in coordination with, full board meetings.

QUALIFICATIONS

Board candidates must be passionate about Minnesota Oral Health Coalition's mission and purpose. Board members will have achieved proven leadership stature in an oral health related position within business, government, philanthropy, the nonprofit sector or community at large.

Ideal candidates will have the following qualifications:

- Significant professional experience, preferably with leadership accomplishments in oral health, business, government, philanthropy, education, public health, or the nonprofit sector, or direct experience as a recipient of public oral health services.
- A commitment to and understanding of the Coalition's mission and purpose, as well as the members and stakeholders of the Minnesotan Oral Health Coalition

- Problem-solving skills and a natural affinity for cultivating relationships and facilitating and building consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving the oral health of people of the State of Minnesota

Service on the Minnesota Oral Health Coalition’s Board of Directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to Board Members’ duties.

BOARD ORGANIZATION

The Minnesota Oral Health Coalition is comprised of 5 to 15-member Board of Directors, and ex-officio, non-voting member representing the Minnesota Department of Health, Oral Health Program Division.

The Minnesota Oral Health Coalition contracts an Executive Director.

EXECUTIVE COMMITTEE

Purpose: The Executive Committee is charged with ongoing review and oversight Board operations and procedures, assisting Board officers with ethical and legal obligations and Board development. In addition to any other authority granted herein, the Executive Committee may act on those issues delegated to it by the Board of Directors.

Responsibilities:

- Review Executive Directors activities monthly
- Advise Executive Director on operation items of the board
- Advise the Executive Director on issues relating to oral health and the oral health field as it relates to the operations of the Minnesota Oral Health Coalition, not otherwise covered under committees of the board
- May act on behalf of the Board in the case of an emergency which the President determines requires action more quickly than an emergency meeting of the Board as soon possible after the emergency and seek ratification of emergency actions at the next possible meeting.

Membership: Comprised of the President, Vice President, Treasurer, and Secretary of the Board with the Executive Director.

OFFICERS

Officers of the Board are elected by and from the membership of the Board and include a President, Vice President, Secretary, and Treasurer. No person may hold the President and the Vice President position at the same time.

The President shall:

- Preside at Board and Executive Committee meetings.
- Create and appoint officers to working groups as needed to carry out the Board’s work plan.
- In consultation with the Executive Director, set an agenda for each Board meeting.

- Call special or emergency meetings of the Board and Executive Committee as needed.
- Fulfill other obligations designated by and exercise other authority as authorized by the Board.

Vice President:

The Vice President shall fulfill the duties and exercise the authority of the President when the President cannot. The Vice President shall fulfill other obligations designated by and exercise other authority as authorized by the board.

Secretary:

The Secretary shall fulfill the duties and exercise the authority of the Vice President when the Vice President cannot. The Secretary shall be responsible for assisting staff in preparation or review of board meeting minutes as needed. The Secretary shall fulfill other obligations designated by and exercise other authority as authorized by the board.

Treasurer:

The Treasurer shall fulfill the duties and exercise the authority of the Secretary when the Secretary cannot. The Treasurer shall be responsible for preparation or review of board financial records and reports. The Treasurer shall fulfill other obligations designated by and exercise other authority as authorized by the board.

The Secretary and Treasurer positions may be fulfilled by the same person.