

**COMPLETED APPLICATIONS
MUST BE RECEIVED AT
DISTRICT ONE HOSPITAL
NO LATER THAN
FRIDAY, FEBRUARY, 2019**

Mailed applications should be addressed to:

**Kelly Velandar
c/o District One Hospital
200 State Avenue
Faribault, MN 55021**

(Note: If you are mailing your application, please notify Kelly Velandar at 507-497-3732. We are requesting this call to make certain we receive all applications.)

Or email to: Kelly.Velandar@Allina.com

**DISTRICT ONE
200 State Avenue
Faribault MN 55021**

Board of Directors Application

Date:

Name:

Address:

Telephone:

Home

Work

Cell:

Email:

Enclosures Required:

Board of Directors Application

Resume

1. All District Board members are seriously considered for serving on the Hospital Board of Directors. Attached are the District and Hospital Board job descriptions. Please describe your qualifications for both positions.

2. Why are you interested in serving on the District Board of Directors and the Hospital Board?

Note: *If the following questions (3, 4, 5,) are addressed by your résumé, you may simply attach it instead of answering these questions.*

DISTRICT ONE HOSPITAL

TITLE: Member of the Board of Directors Position Description

DEVELOPED BY: Task Force of the Board **APPROVED BY:** Board of Directors

ROLE AND GENERAL FUNCTION

The Board of Directors is the governing, policy-making body of the District. Its primary responsibilities are oversight of the commitments made in the final agreement to transfer assets, liabilities and hospital operations to Allina Health System. No delegation by the Board shall preclude the Board from exercising its authority in any respect.

GENERAL DUTIES:

Financial Well Being of the District

1. Oversee the financial well-being of the district.
 - Establish financial goals.
 - Approve the annual budget.

Advocacy and Communications

2. Act as a two-way communication link with the public both conveying the interests and concerns of the public to District leadership and telling the district story to the public.

RECOMMENDED APPROACH FOR MEMBERS TO FULFILL THEIR DUTIES AND RESPONSIBILITIES:

Prepare for board and committee meetings by whatever study and preparatory work are necessary to deliberate intelligently with co-directors.

1. Attend meetings of the board.
2. Execute board assignments on time.
3. District One is a public entity subject to the Freedom of Information Act and open meeting laws. However, Board members are expected to maintain confidentiality on personnel matters, legal matters, and other matters deemed confidential by legal statute or legal counsel.
4. Contribute positively to board discussions, assisting the board in reaching conclusions.
5. Be alert to new opportunities and assist the organization on specific program development when requested.
6. Reveal conflicts of interest as they arise in Board deliberations and abstain from Board votes on such matters.

REFERENCES:

By-Laws
Enabling Legislation
Robert's Rules of Order

OWNER: President, District One Hospital

APPROVED BY:

Chair, Board of Directors

CREATED DATE: August 22, 1995

REVIEWED/REVISED DATE:

Reviewed August 25, 1998
Revised November 30, 1999
Reviewed August 28, 2001
Reviewed August 27, 2002
Revised August 26, 2003
Reviewed June 27, 2006
Reviewed June 26, 2007
Reviewed June 24, 2008
Reviewed June 30, 2009
Reviewed August 30, 2011
Revised June 26, 2012
Revised June 25, 2013
Reviewed June 24, 2014
Reviewed March, 2015
Reviewed January 11, 2017
Reviewed January 23, 2018

NEXT REVIEW DATE:

January 2019

DISTRICT ONE HOSPITAL
Member of the Board of Directors Position Description

Allina Health
COMMUNITY HOSPITAL BOARDS

SECTION 1.1. Delegated Powers and Authorities of the Community Hospital Boards. As specified by the Allina Board, the Community Hospital Boards are delegated the following powers and authority, subject to the Allina Board's reserved powers, authority and responsibility to manage the business and affairs of Allina, including its Community Hospitals:

- (a) Oversee management of Community Hospital business, property and funds, taking into account community needs balanced with the system-wide direction;
- (b) Review and comment on Community Hospital capital, operating, and strategic budgets and plans, and forward such comments to the Allina Board;
- (c) Subject to system-level guidelines approved by the Allina Board from time to time, approve professional staff appointments and credentialing recommendations, where appropriate;
- (d) Subject to system-level guidelines approved by the Allina Board from time to time, develop and monitor a plan to promote quality of care and services;
- (e) Evaluate Community Hospital performance against plans and budget;
- (f) Nominate Community Hospital Board members for election by the Allina Board;
- (g) Collaborate and play a key role with the Allina President or Chief Executive Officer, as appropriate, or that officer's designee (hereafter "Hiring Officer"), in the selection, appointment, evaluation, and termination of the Community Hospital President, as follows:
 - (1) With respect to candidate identification, the Community Hospital Board shall review and provide counsel on position specifications developed by the Hiring Officer;
 - (2) With respect to the appointment of the Community Hospital President, the Community Hospital Board and the Hiring Officer jointly shall identify candidates meeting the position specifications. The Community Hospital Board shall review the candidates and recommend one or more candidates for consideration by the Hiring Officer, who shall have authority to appoint the Community Hospital President;
 - (3) With respect to evaluation of performance, the Community Hospital Board will provide input on the Community Hospital President's performance to assist the performance evaluation by the Hiring Officer;

(4) With respect to compensation, the Community Hospital Board Chair shall receive a report regarding the decisions of the Hiring Officer with respect to the compensation of the Community Hospital President; and

(5) With respect to termination, the Hiring Officer shall consult with the Community Hospital Board prior to termination, and the Community Hospital Board shall provide input and counsel to the Hiring Officer during the termination process.

(h) Build and maintain community relations and fundraising efforts, including collaboration with any foundations affiliated with the Community Hospital;

(i) Periodically evaluate Community Hospital Board and individual trustee performance and report the results of such evaluation to the Governance & Nominating Committee of the Allina Board;

(j) Recommend amendments to these Community Hospital bylaws for final approval by the Allina Board;

(k) Approve the incurrence or the guaranty of indebtedness up to limits established from time to time by resolution adopted by the Allina Board and approve capital expenditures up to limits established from time to time by resolution adopted by the Allina Board, with all such approvals to be consistent with any capital, operating and strategic budgets and plans previously approved by the Allina Board; and

(l) Exercise such other powers as are delegated to the Community Hospital Board by the Allina Board.