

Application for

BOARD APPOINTMENT



1400 Highway 71
International Falls, MN 56649

PERSONAL INFORMATION

Name: _____

Home Address: _____

Employer: _____ Title: _____

Employer's Address: _____

Preferred Method of Contact: ☐ Home ☐ Work ☐ Cellular

Home Number: _____ Work Number: _____

Fax Number: _____ Cellular Number: _____

Email Address: _____

CONDITIONS OF APPOINTMENT

The following questions indicate the minimum conditions that must be met in order to be considered for appointment. Please complete the following section by indicating yes or no.

1. Will be able to attend regularly board meetings? ☐ Yes ☐ No
2. Do you agree to complete an annual conflict of interest disclosure ☐ Yes ☐ No

Professional Background

- | | |
|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Non-Profit | <input type="checkbox"/> For-Profit |
| <input type="checkbox"/> Government | <input type="checkbox"/> Other _____ |

Special Skills/Expertise

Please check each area in which your knowledge would be of benefit to Rainy Lake Medical Center

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Finance | <input type="checkbox"/> Long Range Planning |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Management |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Legal | <input type="checkbox"/> Personnel |
| <input type="checkbox"/> Technology | <input type="checkbox"/> Other _____ |

Current and/or Past Boards you serve(d) on: _____

What community interests are you involved in?

List any groups, organization or business that you could serve as a liaison to on behalf of Rainy Lake Medical Center

Do you have any conflict of interest with Rainy Lake Medical Center (RLMC)?

Why do you want to be considered for the Board?

What do you see as Rainy Lake Medical Center's role in the future?

Return completed form to the RLMC Administration Office.



BOARD TRUSTEE JOB DESCRIPTION

General Powers

The property, business and affairs of Rainy Lake Medical Center (RLMC) shall be managed by or under the direction of the Board of Trustees (Board). The Board of Trustees is the governing body of RLMC and as such is responsible for ensuring the mission, vision and values of RLMC in addition to being legally responsible for the operation of the Medical Center.

Duties

The trustees' duties and responsibilities for RLMC are as follows:

- Embrace RLMC's mission, vision and values.
- Uphold the organization's bylaws, policies, services and programs.
- Ensure quality of care.
- Decisions regarding the scope of service to be made available at RLMC.
- Attend board and (appointed) committee meetings and functions. Average time commitment for these functions can exceed 8 hours monthly.
- Review agenda and supporting materials prior to board and committee meetings.
- Follow conflict of interest and confidentiality policies.
- Hire and retain an effective CEO.
- Review with CEO the management plan, business plan and strategic/long range plan for RLMC.
- Participate with fellow board members to carry out the Board's fiduciary responsibilities.
- Responsible for finances. Trustees have the responsibility of protecting the resources of the organization.
- Responsible for Medical Staff appointments, reappointments and the granting of Medical Staff privileges.
- Responsible for suspension or removal of any Medical Staff member from the staff and reductions, extension, suspensions or terminations of privileges following the provisions of the Board Bylaws and the applicable provisions of the Medical Staff Bylaws and Rules & Regulations.
- Participates in the selection process for employed providers.
- Participates in trustee education and developments in the healthcare field.
- Participates in board self-evaluation.

Experience and Personal Characteristics

- A strong commitment to RLMC, its mission, vision and values and growth and success.
- Experience in organizational and community activities.
- Ability to listen, analyze, think clearly and creatively, work well with people – individually and in a group.
- Good communication skills.
- Professional and team oriented.
- Possess the following:
 - Honesty
 - Sensitivity
 - Respect
 - Tolerance for differing views
 - Friendly
 - Responsive
 - Community building skills
 - Personal integrity
 - Concern for RLMC development
 - Sense of humor

Rainy Lake Medical Center

MISSION, VISION & VALUES

MISSION

Provide accessible, high-quality healthcare to our communities.

VISION

Our communities' trusted and preferred healthcare provider and employer.

VALUES

Integrity & Respect

We will conduct ourselves ethically and professionally and treat others as they would like to be treated.

Compassion

We will be kind, caring and alleviate suffering and facilitate wellness.

Excellence through Teamwork, Innovation and Independent Collaboration

Our strength is in our people, working together to be nothing less than the very best.