

# All Leaders

## Champion & Lead

Provide thought leadership, set the direction for industry, serve as an ambassador of organizational interests

## Participate & Engage

Lean into and provide support to strategic objectives and deliverables through key initiatives and other programmatic activities

## Empower & Resource

Provide time and financial support, identify talent and personnel that are necessary to effectuate the organizational objectives

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## Qualifications

- Seen as thought leader in the industry
- Demonstrates ethical, sound judgment
- Represents healthcare entities able to advance organizational interests
- Capable of making decisions and enjoins their organization as relevant
- Understands, commits, and adheres to responsibilities of Board
- Satisfies membership agreement, membership dues, and other requirements

## General

- Exhibit lawful, ethical, and laudable conduct
- Follow the organization's bylaws, policies, and Board resolutions
- Maintain confidentiality about all internal matters of the organization
- Serve as an advocate of the organization and improve its public image
- Leverage connections, networks, and resources to benefit the organization
- Do what is necessary and appropriate to ensure the organization's success

## Commitment

- Continue to assess and develop self-capabilities
  - Ask probing questions and practice good judgment
  - Come prepared and fully participate
  - Sponsor at least one strategic objective and/or relationship per year
  - Participate fully in one or more committees
  - Attend no less than 75% of relevant leadership meetings
  - Provide representation at organizational functions
  - Fully understand organizational bylaws, policies, and operating documents
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## Board of Directors (BOD)

*Exemplify the All Leader characteristics and behaviors in support of the mission/vision of HIRC*

- AND -

Execute the responsibilities of the Board as outlined in the HIRC Bylaws including but not limited to:

Serving on the BOD is a privilege and incredible opportunity to help shape and support the success of the HIRC mission and vision. It affirms an organization's desire to serve and support the needs and interests of patients. Additionally, it's seen by many as a strong demonstration of leadership and direct investment in resiliency.

## Strategic

- Establish organizational mission and purpose
- Set strategic vision, roadmap, objectives
- Make key decisions, provide oversight, manage results
- Ensure strong oversight of finances, resources, and operations
- Select, support, and review key personnel

## Governance

- Amend bylaws
- Nominate and appoint Officers, Directors, and staff
- Participate and/or vote in Board and council meetings
- Establish councils and delegate authorities
- Set, monitor, and manage financials
- Create and adopt policies and procedures
- Approve collaborator/sponsor and members

## Operations

- Recruit, develop, and retain qualified leadership and staff
- Ensure all governing documents are current and enforced
- Address legal, reputational, operational, or other risks
- Ensure regulatory and compliance requirements are met

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# Officers

*Exemplify the All Leader characteristics and behaviors in support of the mission/vision of HIRC*

- AND -

Execute the responsibilities of the Officers as outlined in the HIRC Bylaws including but not limited to:

Serving as an Officer is a privilege and incredible opportunity to help shape and support the success of the HIRC mission and vision. It affirms an organization's desire to serve and support the needs and interests of patients. Furthermore, it is in addition to the roles and responsibilities of serving on the Board.

## **Chair**

Acts as CEO for HIRC; oversight for the Executive Director; makes required appointments to committees with Board approval. 1 year term, then 1 year term Immediate Past Chair.

- Presides at Board meetings
- Creates a purposeful agenda in collaboration with the Executive Director
- Engages each Board member in deliberation
- Sets and oversees satisfaction of Board goals and objectives
- Serves as contact for Board members on Board issues
- Ensures all Board members are involved in committee activities; assigns committee chairs
- Maintains orderly meetings
- Holds members accountable for attending meetings
- Oversees recruitment and retention of appropriate Board talent
- Calls special meetings as necessary
- Presides over Officer's meetings

## **Chair-Elect**

Aids the Chair. Performs the duties of Chair as back-up. Automatically assumes the office of Chair upon completion of Chair's term. 1 year term

- Assists the Chair in the execution of his or her duties
- Prepares to assume the office of Chair
- Serves on committees as requested to learn the operations of the Board
- Works closely with the Chair to transfer knowledge and history to prepare for leadership
- Attends Officer's meetings

## **Treasurer**

Accounts for all financial transactions and financial health. Makes disbursements authorized by the Board. Three year term, then two year terms thereafter.

- Creates and maintains systems for ensuring ongoing solvency and oversees the development of financial policies
- Facilitates the Board's strategic thinking about short and long term financial vitality
- Keeps the Board apprised of key financial events, trends, concerns, and overall health
- Reconciles bank accounts and produces financial statements for Board review

### **Secretary**

Custodian of records. Ensures agendas and minutes for Board and executive meetings are prepared, distributed, and maintained. Custodian of HIRC records. Two-year term.

- Ensures Board meetings are scheduled and convened at the appropriate cadence
- Ensures notice requirements are satisfied
- Ensures agenda are prepared and distributed, including appropriate background information
- Validates quorum is met at Board meetings
- The secretary should be knowledgeable of the organization's bylaws, policies, and related materials and able to advise the Board on governance issues.
- Ensures minutes capture key topics including: motions, discussions, votes, and decisions
- Ensures previous minutes including records of changes or corrections are provided to Board members prior to subsequent meetings
- Holds members accountable for their tasks
- Maintains accurate documentation regarding legal requirements and annual filing deadlines
- Oversees record keeping policies and practices
- Oversees the storage, maintenance, and accessibility of all records
- Attends Officer's meetings

### **Immediate Past Chair**

Performs duties as directed incidental to the Executive Committee and any additional duties as assigned by the Board of Directors or the Chair. 1 year term

# Supplier Advisory Council (SAC)

*Exemplify the All Leader characteristics and behaviors in support of the mission/vision of HIRC*

- AND -

Execute the responsibilities of the SAC as outlined in the HIRC Bylaws including but not limited to:

Serving on the SAC is a privilege and incredible opportunity to help shape and support the success of the HIRC mission and vision. It affirms an organization's desire to serve and support the needs and interests of customers and patients. Additionally, it's seen by many as a venue to positively impact customer mindset and tangible outcomes.

## **Advise**

- Advise the Board on Strategic, Governance, and Operational functions of HIRC

## **Shape**

- Inform the priorities, philosophies, and tactics of HIRC including its approach to key initiatives

## **Lead**

- Demonstrate your commitment to solving for supply chain resiliency alongside your peers and customers

## **Connect**

- Speak, present, write, post through a variety of HIRC venues to communicate your insights and commitment
- Connect with peers as thought leaders and change agents in supply chain resiliency

## **Promote**

- Eligible to serve on the Board as a supplier leader following annual elections

## **Vote**

- Eligible to vote on formal motions of the Board, such as revisions to the Bylaws and budget
- Responsible to endorse qualifying suppliers to serve on the SAC