

## **WISHIN Leadership Roles and Responsibilities**

### **The Role and Responsibility of the Board Chair**

1. Provides leadership to Board.
2. Manages the Board and Board committees.
3. Appoints members to committees.
4. Presides at all Board meetings.
5. Assesses Board members' effectiveness.
6. Sits as *ex officio* member of all committees of which he/she is not a regular member.
7. Leads Executive Committee.
8. Coordinates the annual performance evaluation process and salary review for the CEO.
9. Supports WHIO staff politically in the community and on the Board.
10. Ensures proper flow of information to the Board.
11. Ensures adequate lead time for effective study and discussion of business/policy under consideration.
12. Acts as liaison between Board and WISHIN staff.
13. Represents the organization to external groups.

### **The Role and Responsibilities of the CEO**

1. Oversees and directs the business and affairs of WISHIN.
2. Hires and appoint staff as necessary, prescribes their powers, duties and compensation and delegates authority to them.
3. Manages the organization and its people, specifically responsible for these outcomes:
  - Cultural
  - Financial
  - Quality
  - Strategic
4. Gives recommendations to the Board Chair concerning Board and Committee membership.
5. Responsible for external relationships with other stakeholder organizations.
6. Manages client relations.
7. Represents WISHIN to external groups.
8. Works with the Board Chair as partner to manage politically sensitive issues.
9. Responsible for client relationships and growth.

## **WISHIN Board Member Expectations**

Wisconsin Statewide Health Information Network, Inc., (WISHIN) is a diverse, multi-stakeholder organization dedicated developing and sustaining a trusted, secure statewide health information network and HIE services that provide value to participants.

The strength of the organization is derived through the Board's ability to focus on the shared vision that has brought the stakeholders together rather than the parochial views that could drive them apart. Complex and controversial obstacles to progress may present themselves. Stakeholder diversity permits examination of the issues from many, often opposing, perspectives. Diversity and the willingness to share opinions at the Board level allows for a more fully informed decision or outcome. While WISHIN's bylaws allow for resolution by majority vote, the Board favors decisions drawn through consensus.

Each Director comes to the Board table wearing at least two hats: one for the organization he or she represents and the second as a fiduciary and trustee of WISHIN. Directors are encouraged to share opinions from all perspectives. However, to assure clarity of communications it is essential that Board members identify which hat they are wearing when they contribute to the discussion. This is very simply done by stating "Now I'm wearing my \_\_\_\_\_ hat and ...."

The Board of Directors is the backbone of the organization. Leadership and vision are critical to the success of the initiative. The following attributes and skills are essential for an individual to perform effectively as a member of the WISHIN Board:

### Personal Characteristics:

- Strategic perspective
- Visionary, with view of what 'could' be
- Experienced leader, able to take the flak in controversial or unpopular positions
- Team player, able establish and maintain constructive working relationships
- Consensus builder, willing to compromise for the greater good
- Transparent in motivation for involvement and decision making
- Willing to champion WISHIN
- Able to dedicate adequate time to thoroughly prepare for and attend board meetings and committees
- Reliable; can be counted on to follow through

### Time Commitment

- Board Meetings are scheduled monthly, generally on the fourth Wednesday. Attendance by phone is available; however in person participation is strongly preferred.
- Separate strategic/business planning meetings may also be scheduled.
- Directors are expected to attend at least 75 percent of the monthly Board meetings and are encouraged to name a back-up from their organization to remain in tune with WISHIN and to attend in their absence.
- All Board members are assigned to one or more standing or advisory committees of the Board. These committees meet as needed, as frequently as monthly.

### Term for Elected Board Members

- Elected Board members have one-year terms and may be reelected to serve successive terms.