



# TEXAS J

## Regional Advisory Council

### Standard Operating Procedure

SOP Title: **Executive Board Roles and Responsibilities**  
SOP NUMBER: **JRAC 1009**  
SOP EFFECTIVE DATE:  
SOP REVIEWED:  
SOP REVISED:

#### SOP AUTHORITY STATEMENT:

The Executive Board will support the work of the Texas J Regional Advisory Council and provide mission-based leadership and strategic governance. The Executive Board shall conduct to day-to-day operations of the Organization. The Members of the Executive Board shall be members of the General Membership. The Executive Board will be composed the following members: chair, vice-chair, secretary, and treasurer; with immediate past chair serving as an ex-officio position on the board as well as the Acute Care/ Education, Trauma/Injury Prevention, Pre-Hospital/Air-Medical, and Emergency Preparedness committee chairs and one (1) at large member to represent hospitals, and one (1) at large member for Emergency Medical Services.

#### OPERATING PROCEDURE:

The following is the roles and responsibilities of the Officers as well as the Committee Chairs that make up the Executive Board:

##### CHAIR:

1. Serves as the Chief Volunteer of the organization
2. Provides leadership to the Executive Board and General Membership, who sets policy and to whom the Executive Directive is accountable.
3. Encourages General Membership's role in strategic planning
4. Appoints the chairpersons of committees, in the event of a vacant chair position in consultation with other Executive Board members.
5. Serves ex officio as a member of committees and attends their meetings when invited.

6. Discusses issues confronting the organization with the Executive Director and general Membership.
7. Helps guide and mediate Executive Board actions with respect to organizational priorities and governance concerns.
8. Reviews with the Executive Director any issues of concern to the Executive Board.
9. Monitors financial planning and financial reports.
10. Plays a leading role in fundraising activities (nonprofit only)
11. Formally evaluates the performance of the Executive Director and informally evaluates the effectiveness of the Executive Board members.
12. Evaluates annually the performance of the organization in achieving its mission.
13. Attends all required state meetings, to include but not limited to RAC Chairs meeting. In the event that the chair is unable to attend, an alternate will be sent in place.
14. Performs other responsibilities assigned by the Executive Board.

The RAC Chair is responsible for the enforcement of the operations of the Board meetings. The Chair shall share duties with the entire RAC board in managing the Executive Director or contract workers daily duties. Shall complete and conduct the yearly evaluations on the Executive Director or contract worker by taking input from Board. The chair can delegate duties to any other officers. The Chair will develop and disseminate critique sheets to the entire membership to evaluate how the committee chairs are performing in sharing information and educating the general membership.

#### VICE-CHAIR:

1. Is an elected Officer of the Executive Board and a member of the General Membership
2. Successor to the Board Chair position
3. Performs Chair responsibilities when the Chair cannot be available (see Chair Job Description)
4. Reports to the Board's Chair
5. Works closely with the Chair and other staff
6. Performs other responsibilities as assigned by the Board.
7. Ensures transparent communication between all Executive Board Members and General Membership

SECRETARY:

1. Is an elected Officer of the Executive Board and a member of the General Membership
2. Maintains records of the board and ensures effective management of organization's records
3. Manages minutes of board meetings
4. Ensures minutes are distributed to members shortly after each meeting
5. Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings

TREASURER:

1. Is an elected Officer of the Executive Board and a member of the General Membership
2. Assists the Certified Public Accountant in managing the finances of the organization
3. Administrates fiscal matters of the organization
4. Provides annual budget to the General Membership for approval
5. Ensures development and board review of financial policies and procedures

EMERGENCY PREPAREDNESS / HEALTHCARE COALITION COMMITTEE:

1. Is a member of the General Membership
2. Responsible for the mission and vision of the committee as well as sets tone for the committee work.
3. Ensures that members have the information needed to do their jobs.
4. Oversees the logistics of committee's operations.
5. Reports to the Executive Board's Chair.
6. Reports to the General Membership on committee's decisions/recommendations.
7. Works closely with the Hospital Preparedness Program (HPP) Grant Manager
8. Collaborates with the HPP contractor on the annual budget and reports information from the region to the contractor.
9. Periodically is required to attend HPP meetings on the state level.

10. Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes.
11. Aids in gathering any requested information regarding the realm of this committee to the HPP contractor for submission.
12. Initiates and leads the committee's annual evaluation.

#### ACUTE CARE / EDUCATION COMMITTEE:

1. Is a member of the General Membership
2. Responsible for the mission and vision of the committee as well as sets tone for the committee work.
3. Ensures that members have the information needed to do their jobs.
4. Oversees the logistics of committee's operations.
5. Reports to the Executive Board's Chair.
6. Reports to the General Membership on committee's decisions/recommendations.
7. Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes.
8. Initiates and leads the committee's annual evaluation.
9. Aids in gathering any requested information regarding the realm of this committee to the Executive Director for submission.
10. May authorized task force leaders or sub-committees for project completions.

#### TRAUMA / INJURY PREVENTION COMMITTEE:

1. Is a member of the General Membership
2. Responsible for the mission and vision of the committee as well as sets tone for the committee work.
3. Ensures that members have the information needed to do their jobs.
4. Oversees the logistics of committee's operations.
5. Reports to the Executive Board's Chair.

6. Reports to the General Membership on committee's decisions/recommendations.
7. Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes.
8. Initiates and leads the committee's annual evaluation.
9. Aids in gathering any requested information regarding the realm of this committee to the Executive Director for submission.
10. May authorized task force leaders or sub-committees for project completions.
11. Responsible for the creation and the annual review of the Regional Trauma System Plan.

#### PREHOSPITAL / AIR MEDICAL COMMITTEE:

1. Is a member of the General Membership
2. Responsible for the mission and vision of the committee as well as sets tone for the committee work.
3. Ensures that members have the information needed to do their jobs.
4. Oversees the logistics of committee's operations.
5. Reports to the Executive Board's Chair.
6. Reports to the General Membership on committee's decisions/recommendations.
7. Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes.
8. Initiates and leads the committee's annual evaluation.
9. Aids in gathering any requested information regarding the realm of this committee to the Executive Director for submission.
10. May authorized task force leaders or sub-committees for project completions.

#### MEETING ATTENDANCE REQUIREMENTS

All officers and committee chairs **must be present in person for three-fourths** of all meetings, to include by not limited to:

1. Committee Meetings
2. Executive Board Meetings
3. GoToMeetings

#### REMOVAL OF AN OFFICER

In the event that an officer is not fulfilling their duties, the following sequence of events will follow and all documentation of these acts will be held at the TXJRAC office:

1. Upon notification of an issues with an Executive Board Member, the Regional Chair will investigate the issue and speak to the officer on a non-accusatory basis.
2. If the issue continues, the event/issues will be brought to the entire board for deliberation without the board member's presences. Any and all recommendations from the board on how to dissolve the issue or rectify the situation, will be given to the said board member in written. There will be a time limit appropriate to the situation as a probation period. The Chair will go over the recommendations with the board member as well as the "probation period", the chair and the board member will both sign and date the document.
3. If the issue persists, or if the board member does not fulfill the recommendations in the allotted amount of time the situation will be brought to the General Membership and removal of the board member will be discussed. If removal is decided upon, this must happen with a two-thirds vote.