

**JOB DESCRIPTION
FOR MEMBERS OF THE
SOUTHEASTERN KIDNEY COUNCIL BOARD OF DIRECTORS**

PURPOSE: To serve the Board as a voting member; to develop policies, procedures and regulations for the operation of the Southeastern Kidney Council; to monitor finances of the organization; its programs and performance.

TERM: Two years. Members serve for two years with a maximum of three consecutive terms. After serving a third, consecutive term, member must rotate off the Board for at least one year before being eligible for re-election.

EXPECTED MEETING ATTENDANCE:

- Regularly attend meetings as scheduled (about 2 per year).
- Attend standing committee meetings if a member.
- Participate as an ad hoc committee member if appointed.
- Attend and participate in special events as needed

OBLIGATIONS OF THE BOARD:

- Establish governing policy
- Hire/Supervise and evaluate the Executive Director
- Review operations to ensure all contract deliverables are met
- Accept fiscal responsibility of the Southeastern Kidney Council
- Maintain and update long range plans

SPECIFIC DUTIES:

- Attend meetings and show commitment to Board activities
- Be well-informed on issues and agenda items in advance of meetings
- Contribute skills, knowledge and experience when appropriate
- Listen respectfully to other points of view
- Participate in organization decision making
- Represent the Southeastern Kidney Council to the public and private industry
- Educate yourself about the requirements of the contract with the Center for Medicare & Medicaid Services