

**Lake Chelan Health**  
**Board of Commissioners Position Description**  
Approved 11.18.25

**Title: Board of Commissioners (Elected or Appointed) Position Description**

**Position Summary:**

The Board of Commissioners as a whole are responsible for overseeing the Hospital District's mission, vision, values, policies and organization with respect to the operation of the District, including the delivery of quality patient care. In fulfilling its governance obligation, the Board's role is to adopt the necessary general direction and policies to achieve those ends and to delegate the day-to-day operational responsibility with respect to those policies to the Administrator/Chief Executive Officer. Commissioners accomplish their purpose by majority vote. An individual Commissioner has no authority except when a quorum of the Board takes action in a meeting open to the public. Elected Commissioners serve for a term of six years.

**Principal Powers and Duties** of elected commissioners in Washington State:

RCW 70.44.060 sets forth powers and duties of Public Hospital Districts through its governing body, the Commission, and include but are not limited to:

- Power to acquire, construct, maintain, operate, develop and sell real property;
- Power to assess property taxes;
- Power to employ Hospital Administrator/Chief Executive Officer.

**Duty of Care-** Elected officials have a duty of care to act in the best interests of the public they serve. This duty includes avoiding conflicts of interest, acting with integrity, and adhering to ethical standards in their official conduct. Failing to uphold this duty can lead to disciplinary actions, including potential removal from office. This duty requires officials to act with the level of competence expected of an ordinarily prudent person in a similar position, using diligence and independent judgment when making decisions within their official capacity.

**Duty of Loyalty-** Elected officials must act in the best interests of their constituents and the public agency they serve, prioritizing the public good over personal gain or self-interest.

**Duty of Obedience-** Elected officials must ensure the public agency complies with local, state, and federal laws and stays true to its mission and governing document.

**Values Statement:**

Supports the Mission and Vision of the Hospital District by basing decisions and actions on the following **Core Values:**

**Relationships** – Relationships form the foundation for our care and service.

Strives to develop, nurture, and enhance relationships with:

- patients and their families
- our community
- physicians and other healthcare providers
- other caregivers

**Integrity** – Our actions tell our community what LCH stands for and who we are. Strives to:

- do the right things for our patients, their families, and each other
- work to earn the trust of those we serve
- communicate openly, honestly, and with the highest ethical standards

**Compassion** – Every employee touches the lives of the patients and families we serve. Strives to:

- treat each patient, family member, and other caregivers with kindness and caring
- improve understanding of, and respond to the needs of, our diverse community
- respect and meet the physical, emotional and spiritual needs of our patients and their families
- recognize that compassion is essential to healing
- give each other grace by recognizing that we are human, and therefore not perfect, as we strive for excellence

**Respect** – We honor the dignity and worth of each individual. Strives to:

- treat everyone we serve, and those with whom we work, with the highest levels of professionalism, acceptance, and dignity
- be open to everyone who needs our care and time, recognizing that they have the right to our services
- be open-minded and appreciate the perspectives and life experiences that others bring to the table
- acknowledge and celebrate diversity in our community and our organization

**Expectations:**

- Have the motivation and ability to meet the time requirements associated with board membership;
- Possess a high level of personal and professional integrity;
- Act to advance organization’s mission, vision and key goals;
- Ability to interpret financial statements and business cases and to analyze and apply health data;
- Foster healthy Board culture of active and respectful participation in discussions and deliberations to assist to move issues to a decision;
- Support board policies and decisions once they are formulated, even after voting against them;
- Be willing to serve on Board committees, and in a leadership role as board officer and/or committee chair;
- Prepare for meetings and learn about issues that impact the Hospital District; follow Roberts Rules of Order;
- Comply with Washington State and federal laws regarding health care and hospital governance. Be aware of potential legal liabilities associated with serving as a commissioner (including Fiduciary Duty, Open Public Meetings Act and Records Retention Act, HIPAA);

- Serve as an ambassador to the community;
- Declare conflicts of interest that could affect your ability to decide/act in the best interest of the district; Members cannot vote on or influence decisions where they have a personal or financial interest. For example, they can't award contracts to companies in which they or their family members have a stake. Cannot enter into contracts or agreements where they, or close family members, have a financial interest without disclosing and recusing where required under ethics laws.
- Follow District policies and procedures, including confidentiality policies; Members are prohibited from sharing confidential patient data (HIPAA violations) or sensitive board materials discussed in executive session. Members may not disclose or use any confidential information learned during our duties for personal benefit or for the benefit of others.
- Attend and actively participate in board education/development activities;
- Regularly evaluate and improve performance as a Board member and Board as a whole;
- Hold self and other Board members accountable for agreed upon behaviors and compliance with laws and District policies;
- Demonstrate understanding of the difference between governance and management;
- Analyze complex concepts, develop creative solutions, and evaluate policy and program decisions to enable the organization to achieve long-term objectives;
- Demonstrate high value for diversity and cultural dexterity, and a strong commitment to creating an inclusive environment within the organization;
- Proficient in basic use of computer, and other electronic communication devices.

**Board Members do not:**

- **Have undivided loyalty to a private or special Interest:** Commissioners must act in the **public's interest**, not as an **agent or advocate for a private group**. Acting primarily on behalf of a special interest group could be seen as a violation of their **fiduciary duty** to the district. Board members do not serve as the advocate of or present bias for narrow interests or special interest groups;
- **Make decisions as an individual for the Board or the organization.** Only the Board as a whole make decisions through a vote or resolution in an open public meeting. Board Committees make recommendations only to the Board. Committees are not authorized except in specific cases and in written form to make decisions for the Board.
- **Abuse resources:** Commissioners cannot use public resources – including staff time, equipment, vehicles, or office space – for private gain. or use title to endorse products or services.
- **Use official authority to influence elections.**
- **Make Medical or Operational Decisions Beyond Their Scope:** Commissioners oversee policy, budgeting, and oversight of Chief Executive Officer only—not day-to-day medical or operational decisions or other staff. Interfering in clinical decisions, operations or management roles violates governance boundaries.

- **Accept Bribes or Gifts That Influence Decision-Making:** Ethics laws limit or prohibit gifts, meals, or favors from contractors, vendors, or others doing business with the hospital.

If unwilling/unable to fulfill these expectations, a commissioner should consider resigning. The Commission recognizes the high cost of training a Board member, and that a myriad of dysfunctions can temporarily affect human beings. Resignation is not encouraged except when no other avenue remains open or Board bylaws or laws require removal of a Board member. The Commission respects and deeply appreciates the efforts of all its members.

Board Members typically give 20-30 hours of service per month, including but not limited to:

- Board meetings
- Committee meetings
- Mandatory meeting preparation
- Mandatory training
- Continuing education
- Attending external meetings as an authorized LCH representative

### **Attachment 1: Board Position Description**

#### **References:**

Open Public Meetings Act: <https://www.atg.wa.gov/open-government-training>

Association of Washington Public Hospital Districts (AWPHD): <https://www.awphd.org/>

**RCW 70.44.060** Washington State Public Hospital Boards Powers and Duties:  
<https://app.leg.wa.gov/rcw/default.aspx?cite=70.44.060>

**Lake Chelan Health  
Board of Commissioners Job Description  
Attachment 1**

**Information from Association of Washington Public Hospital Districts :**

**Role of Public Hospital District Commissioners**

The board of hospital district commissioners is the governing body of a hospital district. The board is responsible for establishing hospital district policies with respect to the district's exercise of its powers as set out in RCW 70.44.060. This includes all decisions with respect to the operations of the district, including the delivery of quality patient care. In fulfilling this responsibility, the board's role is to adopt the necessary general policies and to delegate the district's day-to-day operations to the district superintendent.

**Commissioner Compensation**

**Salary**

By statute, hospital district commissioners receive compensation for service on the board at a rate pursuant to RCW 70.44.050. These rates are adjusted for inflation every five years. As of January 1, 2024, the rate is \$161 per day up to an annual compensation limit of \$15,456 (WSR 23-23-158).

For more on special purpose district compensation, please see the MRSC blog, Salary Increases Coming in 2024 for Many Special Purpose District Officials. Hospital districts should strictly follow the statutory requirements and appropriately document the days for which commissioners are entitled to compensation.

**Waiver of Salary**

"Any commissioner may waive all or any portion of his or her compensation payable under this section as to any month or months during his or her term of office, by a written waiver filed with the district as provided in this section. The waiver, to be effective, must be filed any time after the commissioner's election and prior to the date on which the compensation would otherwise be paid. The waiver shall specify the month or period of months for which it is made."

(RCW 70.44.050).