



UNIVERSAL HEALTH PLAN GOVERNANCE BOARD EXECUTIVE DIRECTOR EXPECTATIONS POLICY NUMBER: 03

Document Title: Executive Director Expectations

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Expectations for the executive director

1. In collaboration with the board, the executive director will coordinate the overall direction of board activities and oversee efforts toward the accomplishment of the board's legislatively mandated goals through directing the work of staff and establishing and maintaining effective reporting relationships.
2. As directed by the board's policies and procedures, the executive director will plan, organize, staff, direct, coordinate, record, and budget the work of the Universal Health Plan Governance Board by:
 - A) Working collaboratively with and for the board to help ensure board awareness and compliance with Oregon statutes and agency operating procedures.
 - B) Working collaboratively with and for the board in the development of work plans, meeting schedules, strategic planning, and meeting agendas.
 - C) Working efficiently and effectively in full support of the policies, goals, and plans as established by the board.
 - D) Managing the board's budget and providing regular spending reports
 - E) Assisting the board in chartering board committees.
 - F) Maintaining high standards of accuracy in materials and research.
 - G) Maintaining a positive working relationship with the board, staff, the public, and state leadership, including legislative staff and legislators.
3. Procure and manage contractors in support of the work of the board.

4. Direct preparation of reports, biennial budgets, emergency board requests, administrative rules, program objectives, and policies and procedures to establish and enhance the board's functionality and efficiency.
5. Keep the board apprised of legislative developments and trends in the development of a single-payer health care system that could have a bearing on its decisions.
6. In all matters related to the board and its mission, work collaboratively with the board and act on decisions and directions as made by the board in pursuit of a universal health plan.