



The Wright Center for Community Health

Board of Directors

Interest and Demographics Form

We aim to improve the health of our communities by providing needs-responsive non-discriminatory health services to patients and families regardless of the ability to pay. We offer a whole-person approach to care through the integrated offering of primary care, dental, nutritional, behavioral and mental health and addiction services to our communities while developing culturally competent doctors and primary care workforce.

For more information, contact:

Helayna Szescila, Governance Officer

The Wright Center for Community Health

501 South Washington Ave.

Scranton, PA 18505

Email: szescilah@thewrightcenter.org

Tel 570.343.2383 ext.1095

Please complete all fields to the best of your ability. Attachments will be accepted if you cannot complete responses in the space provided.

Name _____ Date _____

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Do you live or work in our Service Area (Lackawanna, Luzerne, Susquehanna, Wayne, Wyoming, Pike or Monroe Counties)? _____

Home address _____

Home/mobile phone _____ E-mail address _____

Employer _____

Do you work in the health care industry or otherwise derive more than 10% of your annual income from the health care industry? _____

Title _____

Work address _____

Work phone _____ E-mail address _____

Fax _____ Cell phone _____

Prefer mail sent to _____

Gender: Male _____ Female _____ Other _____ Unreported/Decline to Report _____

Ethnicity: Hispanic or Latino _____ Non-Hispanic or Latino _____ Unreported/Decline to Report _____

Race: Native Hawaiian _____ Other Pacific Islanders _____
Black/African American _____ White _____ More than one Race _____
Unreported/Decline to Report _____

Other Current Community Involvement

Organization _____ Positions Held _____

Organization _____ Positions Held _____

Organization _____ Positions Held _____

Organization _____ Positions Held _____

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Organization _____ Positions Held _____

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Are you a User of health services at The Wright Center for Community Health?

_____ Yes

_____ No

Have you had face-to-face contact with one of our providers within the last two years?

_____ Yes

_____ No

How did you hear about The Wright Center for Community Health and what interests you in becoming involved with our Board?

Do you have experience or expertise in the following areas? Please check all that apply:

Patient Engagement	Clinical Services	Real Estate
Accounting	Banking/Finance	Legal Affairs
Health Care	Managed Care	Business
Social Services	Labor Relations	Government
Education	Marketing	Engineering
Communications /PR	Human Resources	Technology
Information Systems	Human Development	

What skills or resources would you bring to the organization? Please identify your areas of interest and/or expertise.

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Have you ever been convicted of a criminal offense related to your involvement in Medicare, Medicaid, or the Social Services Block Grant?

_____ Yes (Provide Details below) _____ No

Are you an owner, agent, employee or director of other Medicare/Medicaid facilities?
(Example: sole proprietor, partnership or member of the Board of Directors.)

_____ Yes (Provide Details below) _____ No

Is there anything else you would like us to know about your interest in The Wright Center for Community Health?

Name: _____

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Please attach your resume and/or current Bio, or tell us about yourself here:

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WRITTEN STATEMENT OF EXPECTATIONS OF MEMBERS OF BOARD OF DIRECTORS

The Wright Center for Community Health (TWCCCH) non-profit Board of Directors is an inclusive, community-based governing board committed to furthering the mission of TWCCCH. TWCCCH is committed to governing in a transparent, actively engaged and meaningful way. We are truly grateful for the generosity with which our volunteer Board members give of their time, skills, varied experience, guidance and passion.

It is important for you to understand the expectations of TWCCCH Directors in order to determine whether you are willing and able to commit to this position. The TWCCCH Board deals with issues central to the long-term success of our mission, and our Directors are expected to be strong advocates for patients, learners, staff and our communities. Consistent Board meeting attendance is critical to achieving comprehensive stakeholder representation in governance oversight, and is a commitment necessary for all Directors, in addition to the written expectations outlined in this Statement. Any Board member who is unable to meet these expectations may not be able to continue as a Director, and may be removed by the Board pursuant to the Corporation's Bylaws.

1. **Length of Term**

Each Board member is expected to serve a one (1) to three (3) year term in accordance with Corporation's Bylaws.

2. **Time Commitment Required**

The Board of Directors meets once per month, unless additional special meetings are called pursuant to Corporation's Bylaws. Regular meetings are typically held either in the Boardroom at 111 North Washington Ave., Scranton, PA 108503, or at the Mid Valley Practice located at 5 South Washington Ave., Jermyn, PA 18433. Committees of the Board meet pursuant to each specific committee's Charter.

Directors are also expected to attend an annual Board retreat, to be held in our Service Area on an annual basis for strategic planning and fiduciary education purposes. Board members are also welcomed and encouraged to attend other organizational functions and events. We believe that Board visibility and active participation is important to the Board's effectiveness.

3. **General Qualifications**

TWCCCH is a community asset and, as such, its stakeholders must be represented in governance, including but not limited to patients, or "Users" of our health services. Each Board member should embrace our mission and our philosophy, and possess the characteristics reflected in the list of skills and attributes described below:

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A. Organizational History and Mission; Ethics

- i. Possess an understanding and appreciation of, or a willingness to learn, the history and mission of TWCCCH.
- ii. Demonstrate high ethical standards and integrity in his or her personal and public conduct.

B. Knowledge and Experience

- i. Possess experience in and knowledge of (or willingness and ability to obtain knowledge of) the industry sufficient to enable the individual to be an effective Board member, including the ability to comprehend and ask relevant questions regarding materials routinely provided to the Board on Corporation's operations and plans.
- ii. Possess experience in mission, business, professional, or volunteer positions that will enable him or her to provide useful insights into various matters addressed by the Board.
- iii. Have current or recent prior service on other nonprofit or for-profit Boards; service in a management position of an organization of comparable size or with other characteristics similar to Corporation; other comparable experience; or the willingness and ability to quickly learn and apply principles and practices of corporate governance as required to be an effective Board member.

4. General Expectations and Responsibilities

Each Board member is expected to:

- A. **Participate regularly and effectively** in Board meetings, attending at least 75% percent of all Board and committee meetings, in person or by phone (if necessary). The skills, experience or passion you bring to the table will not be effective if you are not actively participating in governance. If, for some reason, you are unable to attend a Board meeting in person (or by telephone), you should send a written explanation to the Governance and Nominating committee within one week following the missed meeting.
- B. **Be a bridge:** advocate for TWCCCH and patients "outside" the Boardroom and bring your "outside" experiences "in" to the Boardroom – patient or not. Board members advocate for and educate our communities about the mission of TWCCCH. It is equally important that Directors share his or her personal experiences as patients (without divulging any protected health information) so that we can further our mission to meet community health needs, improve patient safety and quality, and improve the patient experience. All feedback

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about how policies, plans and programs are working or should change in response to the ever-changing landscape of healthcare delivery is incredibly valuable and will assist TWCCCH in mission delivery.

- C. Actively participate in Board work**, meaning not only attending, but preparing for each meeting in advance by reviewing any materials provided, and actively engaging in discussion at Board and committee meetings.
- D. Speak your mind and ask hard questions**. Address difficult and challenging issues as they arise, and avoid group thinking. As a Director, your primary responsibility is to protect and promote the organization.
- E. Exercise financial stewardship**. The resources that fund our mission are public assets. It is incumbent upon the Board to ensure that the assets that have been entrusted to us are used for their intended purposes.
- F. Devote the time required** to be an effective Director, including serving on one or more Board committees. Much of the work of the Board is accomplished in committees, so our Directors are encouraged to join and attend meetings of at least one committee.
- G. Contribute to the Corporation** by working on special projects or by making yourself available for consultation with management or the Board on issues on which you have special knowledge, experience, or expertise.
- H. Attend annual events** designated for Directors, such as the annual Board retreat, social functions designed to integrate the Board and acquaint Directors with one another, and other special functions of Corporation as requested.
- I. Participate openly and honestly in periodic Board evaluations**, and be open to constructive criticism regarding Board performance and composition. The Board should keep its finger on the pulse of its own internal processes to ensure that Board meetings focus only on governance matters, not management matters, and do so in a way that draws upon the combined knowledge and experience of its directors.
- J. Building the Board** is a continual process, and being certain that the Board has the right skills and practices to govern effectively is as important as a Board that is passionately committed to our mission. Directors are expected to contribute to the Corporation's Board succession planning by identifying to the Nominating Committee potential new directors who will: support our mission; advocate on behalf of TWCCCH; work well with other Directors; bring an important skill set, perspective, or set of experiences to the table; and regularly and actively contribute to the work of the Board.

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- K. Ensure that the Corporation is compliant** with all applicable laws, rules and regulations. Being tax-exempt does not mean that TWCCCH is otherwise exempt from best practice or legal obligations. Be willing to learn about and execute your fiduciary obligations as a Director of a Public Health Service Act section 330 compliant Board of Directors.

- L. Adhere to Corporation's policies** applicable to Directors, including maintaining the confidentiality of information and conflict of interest disclosure procedures.

- M. Support the mission-driven goals** of TWCCCH.

- N. Consider new ideas** and changes in historic practices, consistent with the mission, principles, and values of TWCCCH.

- O. Make independent decisions**, unencumbered by material personal conflicts of interest.

- P. Commit to understanding the needs and diversity of the communities** served by TWCCCH's programs.

- Q. Stay informed** about the organization and keep abreast of recent developments pertaining to TWCCCH and in the industry in general.

- R. Consistently act in good faith** and in a manner, which reflects the best interests of TWCCCH and the communities it serves.

If elected to the Board of Directors, I agree that I will meet or exceed the Organization's expectations as set forth above.

Name: _____ Date: _____