



Redwood Coast Medical Services. Inc.

PO Box 1100
46900 Ocean Drive
Gualala, CA 95445
Tel: 707-884-4005
Fax: 707-884-9728

PO Box 629
30 Mill Street
Point Arena, CA 95468
Tel: 707-882-1704
Fax: 707-882-2667

P.O. Box 629
175 Main Street
Point Arena, CA 95468
Tel: 707-882-2189
Fax: 707-882-2698

www.rcms-healthcare.org



To Prospective Board Members:

Thank you for your interest in joining the Board of Redwood Coast Medical Services (RCMS). Our Board members play a very important part in keeping primary health care services alive and well in the coastal areas of Southern Mendocino and Northern Sonoma Counties, and in making sure that the Center stays responsive to the needs of the community. Our Board members serve without compensation, but we strive to make it a rewarding experience for them by respecting their time and participation, by offering training and development opportunities, and by providing administrative support to Board activities. The chief reward however is the opportunity to be involved with a unique and professional organization, which contributes to the life and health of this community on a daily basis. If you have any questions about our organization or about Board membership and responsibilities, please let me know and I will try to answer them, or put you in touch with one of our current Board members. You may also visit our website (www.rcms-healthcare.org) for a full description of our health care provider staff and services.

I have attached a copy of our Board application along with descriptions of the position and qualifications. In order to apply for membership on the RCMS Board, the completed application must be received by the Human Resources Director, Arlene Peterson at apeterson@rcms-healthcare.org, office phone 707.884.9137. Prospective Board members are expected to attend at least one Board meeting prior to their election in order to acquaint themselves with their responsibilities, and as a demonstration of their intention to fulfill the obligations of our Board. All Board vacancies are filled by nominations of the Executive Committee and election by the Board, which has full and sole authority in making these appointments.

Thanks again for your interest in Redwood Coast Medical Services.

Sincerely,

Vanessa Ignacio
RCMS Board Chair



Application for Board Membership

Redwood Coast Medical Services, Inc.			
PO Box 1100 • Gualala, CA 95468 • 707.884.4005 • www.rcms-healthcare.org			
Name:		Occupation:	
Mailing Address:		Physical Address:	
Phone:		Email:	

Background:	What education or skills could you bring to the board? Please check all that apply.		
<input type="checkbox"/> Accounting	<input type="checkbox"/> Management	<input type="checkbox"/> Public speaking	<input type="checkbox"/> Other (please explain):
<input type="checkbox"/> Investing	<input type="checkbox"/> Marketing	<input type="checkbox"/> Team player	_____
<input type="checkbox"/> Community relations	<input type="checkbox"/> Education	<input type="checkbox"/> Experience in healthcare	_____
<input type="checkbox"/> Fundraising/Development	<input type="checkbox"/> Planning	<input type="checkbox"/> Knowledge of services	_____
<input type="checkbox"/> Motivated	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Knowledge of community	
Are you a registered voter? <input type="checkbox"/> Yes <input type="checkbox"/> No		Have you ever been an employee of RCMS? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you bondable? <input type="checkbox"/> Yes <input type="checkbox"/> No		If so, date last employed: _____	
Are you a consumer of RCMS services? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are any members of your family employed by RCMS? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you a provider of health services? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes... Name: _____ Relationship: _____	
Do you derive more than 10% of your annual income from the healthcare industry? <input type="checkbox"/> Yes <input type="checkbox"/> No			
On what other Boards have you served?			
Charitable of community activities in which you have been involved:			

Availability:
Can you regularly attend monthly Board meetings? <input type="checkbox"/> Yes <input type="checkbox"/> No
Conflicts: _____
In addition to Board meetings, how many hours per month would you be willing to serve? _____
Would you attend a Board orientation meeting? <input type="checkbox"/> Yes <input type="checkbox"/> No

Organizational views:
Use additional pages if needed.
What is your interest in RCMS?

References:
Please include names, addresses, and phone numbers.
1.
2.
3.



Board Member Position Description

Duties and Responsibilities of Individual Board Members:

1. To uphold resolutely the interest of the Redwood Coast Medical Services, avoiding conflicts of interest in personal or other business.
2. To maintain the confidentiality of restricted Board information.
3. To serve as an active member on at least one board appointed committee.
4. To attend Board and committee meetings on a regular and timely basis, with a full understanding of the agenda and accompanying packet.
5. To conduct Board business in a businesslike manner.
6. To be an active participant in all Board issues, providing a positive influence; open to change and creative problem solving.
7. To interact with all other Board members with respect and dignity.

Skills and Abilities of Individual Board Members:

1. Ability to read and understand standard financial statements.
2. Understanding of the concept and operation of an FQHC funded health center.
3. Training and/or experience in one or more of the following areas:
 - Management
 - Health Care Delivery
 - Law
 - Financial Management
 - Marketing/Sales
 - Employee Relations/Community Relations
 - Personnel Management
 - Public Relations/Community Relations
 - Fundraising/Development
4. Ability and willingness to work with other Board and/or committee members.

By checking this box, I acknowledge that I have read, understand, and agree to uphold the duties and responsibilities of an individual Board Member of RCMS and that I possess the skills and abilities required to be a contributing member of the Board.



Board Member Qualifications

The following excerpt is from the By-Laws of Redwood Coast Medical Services, Inc. (Rev. May, 2019)

ARTICLE III - BOARD OF DIRECTORS

Section 3.5. Composition and Qualifications. The Board shall consist of a diverse group of persons interested in promoting the purposes of the Corporation. Board members shall participate in appropriate training and educational programs necessary to properly fulfill their responsibilities as members of the Board. The Board shall include persons with interests, expertise, skills or knowledge concerning the Corporation's purposes and activities. Specifically, the Board shall comprise the following:

- 3.5.1 Persons living in all of the geographic areas the Corporation serves including but not limited to the coastal areas of northern Sonoma and southern Mendocino Counties
 - 3.5.2 The Board must be reflective of the clinic user population to be served in terms of demographic factors such as, race, gender, age, and ethnicity in accordance with Section 330 (e) of the Public Health Services Act
 - 3.5.3 At least fifty-one percent (51%) shall be users of the practice
 - 3.5.4 No more than 49% of the non-users Board members may be individuals who derive more than ten percent (10%) of their annual income from the health care industry
 - 3.5.5 No member of the Board shall be an employee of the Corporation, or spouse, domestic partner or household member of an employee of the Corporation.
 - 3.5.6 No spouse, domestic partner, or household member of a Board member shall serve as a member of the Board at the same time as the Board member.
1. All Directors must be registered voters, must be bondable, and must have demonstrated interest in fields related to the goals and objectives of Redwood Coast medical Services.
 2. All Directors shall be individuals interested in and supportive of health services to area residents through the Redwood Coast Medical Services. Individuals who have been involved in an adverse relationship to the Corporation are not eligible to serve as a Director