

## **Oregon Universal Health Care Governance Board**

### **Expectations for the Executive Director**

1. In collaboration with the Board, the ED shall coordinate the overall direction of Board activities and oversee the 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 Policy and Procedures, the ED shall plan, organize, staff, direct, coordinate, record, and budget the work of the Universal Health Plan Governance Board
  - A) Work collaboratively with and for the Board to help insure Board awareness and compliance with Oregon Statutes and agency operating procedures
  - B) Work collaboratively with and for the Board in the development of workplans, meeting schedules, strategic planning, and meeting agendas
  - C) Work efficiently and effectively in full support of the policies, goals, and plans as established by the Board
  - D) Manage the board's budget and provide regular reports of spending
  - E) Assist the board in chartering board committees
  - F) Maintain high standards of accuracy in materials and research.
  - G) Maintain a positive working relationship with the Board, staff, the public, and with 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, policies and procedures to both 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 healthcare system that could have a bearing on their decisions.

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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.