



Ohio Board of Nursing

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Board Governance Functions

Board Member Policy B-04

Last review: January 2015

Representing the Board and Speaking Engagements

1. At all times while a member of the Board, a Board member must not use his or her public position to obtain personal benefits (see Board Policy, Standards of Ethical Conduct). This may include using one's title as a Board member to achieve goals and/or influence public policy on matters the Board as a whole has not publicly discussed or voted upon.
2. Although a Board member is a member of the public, because the individual is also a Board member, their actions are perceived as representing the Board. If a Board member is commenting on legislation or administrative rules as a member of the public, the Board member is to contact the Board President or Executive Director prior to initiating the action.
3. If the media, licensees or certificate holders, education or training programs, or others regulated by the Board contact Board members with questions regarding investigations, survey visits, discipline, etc., Board members are to refer the individuals to the Executive Director. If individuals who represent licensees or certificate holders, education or training programs, or others regulated by the Board contact Board members about Board matters related to those they represent, Board members are to refer the individuals to the Executive Director.
4. If a Board member is contacted by licensees, certificate holders, or interested parties who are seeking opinions or asking questions regarding the Nurse Practice Act, administrative rules, positions of the Board, or other related Board matters, the Board member is to contact the Executive Director or a Program Manager, and/or refer the individual(s) to the Executive Director or a Program Manager.
5. Organizations may ask Board members to speak at meetings or seminars. If the Board member decides to accept the request, the Board member is to inform the Board President or Executive Director of the request.
 - a. Compensation or reimbursement from the Board for the Board member will be determined by the President in consultation with the Executive Director according to the Board Member Compensation and Reimbursement Policy.
 - b. The requesting organization is responsible for obtaining needed information from the Board member and for obtaining continuing education contact hours, if applicable, through an OBN Approver.

- c. In accordance with Ohio Ethics Law, Board members shall not accept honorariums or reimbursement of expenses from entities other than the Board for speaking. (See Board Policy, Standards of Ethical Conduct.)
- d. Board staff is available to assist the Board member, as requested through the Board President or Executive Director, in preparation of presentations and related materials.

Board Hospitality Donations and Special Collections

- 1. The Board establishes a hospitality fund for purposes of the November dinner, contributions or gifts, as specified below, and breakfast food prior to Board meetings. The fund consists of Board member contributions and no state monies are included in the Board fund. Each member of the Board contributes, as needed, to the Board fund. The Board, upon approval of the President, may also take up special collections, as needed.
 - a. A gift in the event of serious illness/surgery of a member of the Board or staff (up to \$40)
 - b. A memorial contribution and/or flowers (as specified up to \$50 plus the cost of shipping), in the event of the death of a member of the Board, staff, or their immediate family
 - c. A contribution to a specified charity when appropriate
 - d. A gift to each Board member upon completion of the term of appointment
 - e. Other gifts or contributions as the Board deems appropriate
- 2. The Board selects a Board member as the hospitality chair and all requests for expenditures from the Board fund are given to the hospitality chair.
- 3. The Board Operations Manager maintains the Board fund and provides an accounting to the Board as requested. The hospitality chair is responsible for reviewing the records of the Board fund.

Delegates for NCSBN Delegate Assembly

Each year the Board may designate two delegates and alternate delegates to represent the Board at the National Council of State Boards of Nursing (NCSBN) Annual Meeting and Delegate Assembly. The two delegates are usually the Board President and Executive Director. The two alternates are usually a Board member and a staff member.

Board Member Governance

At each Board meeting, the Board members evaluate the public portion of the Board meeting and processes.

Strategic Planning

Annually, the Board members develop or revise a Strategic Plan at the Board Retreat. Board staff provides a report showing the status of the Strategic Plan during the year at Board meetings.

Approval of Work Time for the Executive Director

1. The Board President serves as the Executive Director's supervisor for the purposes of accounting for the Executive Director's time, e.g., requests for leave, requests to work overtime, and the approval of the Executive Director's bi-weekly timesheets. The Board President reviews the information provided by the Executive Director and approves or disapproves the request.
2. The Executive Director reports all hours to the Board President for review and approval. The Executive Director completes the standard forms for the accounting of time worked or leave taken in accordance with state and staff policies and submits the forms to the Board President. The Executive Director submits a timesheet summarizing the daily hours worked or leave taken, with the relevant forms, to the Board President at the end of each pay period.

Evaluation and Re-Appointment of the Executive Director

1. A newly appointed Executive Director serves an initial six-month probationary period. The Board evaluates the Executive Director's performance during this period to determine eligibility for advancement to the next step of the assigned pay range and continued employment. The Executive Director is evaluated annually thereafter.
2. The Executive Director completes a self-evaluation to provide to the Board at the September meeting. A blank evaluation form is also provided to Board members for them to complete an evaluation of the Executive Director and submit to the President at a date determined by the Board President. The Board President, or designee compiles the results of the evaluations and presents the report to the Board and the Executive Director in November. Discussions about the Executive Director's performance and evaluation are held in executive session, in accordance with Section 121.22(G)(1), ORC. The decision regarding reappointment of the Executive Director is made in executive session at the November Board meeting with formal action taken during open session.