



Kewa Pueblo Health Corporation

Board Member Recruitment and Application Form

KPHC BOARD OVERVIEW:

The Pueblo of Santo Domingo Tribal Council established the Kewa Pueblo Health Corporation (KPHC) and charged them with the responsibility to provide coordination and advice on how to improve the delivery of health care services to the Pueblo of Santo Domingo community, including the contracting of health programs and services at the Santo Domingo Health Center (SDHC) and otherwise at the Santa Fe Service Unit, Albuquerque Area Office and Headquarters levels of the IHS as a “tribal organization” pursuant to P.L. 93-638.

The Board of Directors consists of seven (7) Board members nominated by the Governor of the Pueblo of Santo Domingo and appointed by the Tribal Council of the Pueblo of Santo Domingo.

The KPHC Board is currently seeking nominees to fill seven vacant positions of the KPHC Board and to serve as Board members.

APPOINTMENT PROCESS:

At a duly called meeting of the Tribal Council, the Governor of the Pueblo of Santo Domingo shall nominate individuals to fill any open positions on the Board of Directors. The Tribal Council of the Pueblo of Santo Domingo shall vote to confirm or reject the persons so nominated. The KPHC Board shall recommend nominees to the Governor.

ROLE OF THE KPHC BOARD OF DIRECTORS:

The KPHC Board provides governance to the KPHC, represents KPHC in the community, and accepts fiscal responsibility for the effective use of the resources of the KPHC Programs, including the SDHC, in order to best fulfill its’ Mission.

The KPHC Board is responsible for defining the KPHC's mission, setting policy and developing the strategic direction for the KPHC. This includes;

- Setting policies and ensuring that the KPHC has adequate resources to carry out its mission;
- Providing oversight and direction to the Chief Executive Officer (CEO) and is responsible for evaluating his/her performance; and
- Evaluating its own effectiveness as a governing body and as representatives of the community in upholding the public interest of the Pueblo of Santo Domingo.

BOARD MEMBER GENERAL RESPONSIBILITIES:

- Attend all Board and committee meetings and trainings, as required.
- Be informed about the KPHC's mission, services, policies, and programs.
- Serve on sub-committees and offer assistance in taking on special assignments.
- Hire and evaluate the Chief Executive Officer.
- Develop the KPHC strategic plan--vision, mission and goals--and review the CEO's performance in achieving it.

IDEAL QUALITIES OF KPHC BOARD MEMBERS:

- Integrity: Demonstrating a zero tolerance for unethical behavior, both for themselves and their colleagues.
- Independence: Having no unique business, financial or personal relationships (or hoped-for-relationships) that create even the perception of a conflict of interest.
- Mature Confidence: Speaking out and actively participating in Board and Committee deliberations.
- Corporate Manners: Recognizing the difference between productively participating in discussions and counter-productively dominating deliberations through the volume or length of comments; must be able to work with other members to create workable compromises.
- A Sense of Context: Making relevant, informed comments focused on the specific aspect of the issue being considered; must be able to stay on topic.
- Courage: Willingness to do the right thing/make the right decision even if it is difficult or unpopular (i.e., no fence sitting).
- Commitment: Understanding that being an effective board member requires the time, the heart, and the standards to make the enterprise successful.

Thank you for your interest in applying to join our Board. By doing so, you are making a commitment to serve the community of Santo Domingo. As a Board member, you will be asked to attend the monthly Board meeting and may serve on one or more Board Sub-Committees.

You can expect to spend two hours per month for Sub-Committee meetings as well as a minimum of one three-hour Board meeting per month. Generally speaking, a commitment of approximately ten to twelve hours per month (for reading, preparation and meeting attendance) will meet your obligations to the Board. Ongoing training and development assistance is available to all Board members.

If you are willing and able to make this commitment to the KPHC Board of Directors, please submit the attached application form by April 9, 2022.

Application to the KPHC Board of Directors

Please read the following information in its entirety before completing the application.

The KPHC Board is seeking two additional nominees to serve on the KPHC Board of Directors in order to best build a strong and effective Board. If you are interested in serving the community of the Pueblo of Santo Domingo, please complete this application.

Name: _____

Employer: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Please provide a written response to the following questions. If necessary, please attach additional pages.

1. What is your educational background?

2. Please provide a summary of your work history.

3. Why are you interested in joining the KPHC Board of Directors?

4. Please outline your past or current experience as a volunteer board or committee member? Please identify any Boards you have served on in the past or are currently a member of.

5. What skills and/or experience would you bring to your position as a member of the KPHC Board?

6. Do you have experience within a health care environment? If so, please provide further details.

7. Please summarize any previous experience you have with the Kewa Pueblo Health Corporation:

8. Please provide a response to the following questions:

What skills and knowledge are you willing to bring to our board? Please indicate your experience in the following areas.	very experienced	some experience	little or no experience
Board and Governance			
Strategic Planning			
Health Care Administration and Policy			
Fundraising / Grant Writing			
Board Development (recruitment, training, evaluation)			
Program Planning and Evaluation			
Recruiting, Hiring and Evaluating personnel			
Financial Management and Control (budgeting, accounting)			
Clinical / Tribal Health Care			
Communication (public and media relations)			
Participation in Committees			
Public Speaking			
Organizational Development			
Information Technology			
Research			
Government and Government Relations			
Patient and Health Care Advocacy			
Quality and Performance Management			
Accreditation			
Risk Management			
Legal			

9. In a short paragraph, please summarize one accomplishment that illustrates those skills that you have indicated as very experienced in skills and knowledge.

Please provide the names and contact information for a minimum of three professional references:

Name: _____ Contact Number: _____

Name: _____ Contact Number: _____

Name: _____ Contact Number: _____

Please attach your most recent CV or resumé to this application.

If recommended for the KPHC Board, I agree to submit the required documentation for a complete financial and background investigation to be completed.

Signature: _____ Date: _____

Mail, fax, or e-mail your completed application to:

Jolene Lalio, Executive Assistant
Kewa Pueblo Health Corporation
P.O. Box 559
Santo Domingo, NM 87052
jlalio@kp-hc.org
Phone: 505-465-3060 Ext. 1208
Fax: 505-465-1191

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For Board Use Only

- Nominee has had a personal meeting with Executive Director, Board Chair or other Board member. Date: _____
- Nominee application has been reviewed by the Board. Date: _____
- Nominee has attended a Board meeting. Date: _____
- Nominee has been interviewed by the Board. Date: _____
- Nominee has been recommended to the Tribal Council by the Board. Date: _____
- Other action taken by the Board _____