

Indiana Association of Local Boards of Health

Roles and Responsibilities

Roles of Indiana Local Boards of Health

(Legal responsibilities and limits are set by the state)

- **Adopt** procedural rules for the board's guidance and establish administrative and personnel policies of the local health department that are consistent with the administrative operating policy of the appointing authority. (IC 16-20-1-3)
- **Take** any action authorized by statute or rule of the state department of health to control communicable disease. (IC 16-20-1-21)
- **Develop and recommend** local ordinances for the protection of the public's health to the jurisdiction executive which has legal authority to adopt ordinances.
- **Set** policies for the health department to ensure:
 - * That the organization is run effectively, legally, and ethically.
 - * That administrator and staff know which direction to take in implementing the policies and managing the health department in accordance with them.
- **Guide** strategic planning and development of long-range goals ranging at least three to five years in the future.
- **Advocate** for public health.
- **Elect** a board chairman at the first meeting of the year. (IC 16-20-2-14,15)
- **Appoint** a health officer to serve a four-year term. (IC 16-20-2-16). Board evaluates the health officer.
- **Set** fee-collection policy for specific services and records (with approval of jurisdiction executive). (IC 16-20-1-27)
- **Submit** an annual budget to the executive and fiscal body of the jurisdiction at the regular time for consideration of annual budgets. (IC 16-20-1-5)
- **Publish** an annual report. (IC 16-20-1-7)
- **Authorize** payment of salaries and department expenses from the proper fund. (IC 16-20-1-16)

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Board Chairperson Responsibilities

The Chairperson of the Board is responsible for the management, development and effective performance of the Board of Health, and provides leadership to the Board for all aspects of the Board's work.

Board Member Responsibilities

Role of board of health members:

- ⇒ Being prepared for meetings by reading all pertinent material prior to the meeting, being informed about issues in order to discuss them responsibly, and researching additional information, as needed.
- ⇒ Attending and actively participating in board of health meetings.
- ⇒ Becoming familiar with and understanding the meeting process and following the rules of order.
- ⇒ Ensuring that time at board of health meetings is set aside for updates on public health problems and what the LHD is doing, or needs to do, in response to existing challenges.
- ⇒ Involving others in LHD functions, special events, and activities to promote and support programs and services.
- ⇒ Advocating for public health by communicating regularly with community leaders and elected officials about perceived needs and possible resources.
- ⇒ Serving as a liaison between the community and the LHD, and between the health agency and the community.
- ⇒ Working cooperatively with the health officer or health commissioner.
- ⇒ Learning about every aspect of the LHD and the local public health system, including identifying possible partners.
- ⇒ Being patient. Changing health status, enforcing procedures, and solving public health problems takes time.
- ⇒ Identifying priorities to ensure that the appropriate resources are available to meet the LHD's long-term goals and objectives.
- ⇒ Making decisions that must be made, even in the midst of adverse public reactions and/or opinions of the governmental body responsible for the appointment or election of board members.
- ⇒ Knowing the difference between private problems and those that actually impact the public's health.
- ⇒ Taking responsibility when asked and following through on commitments.
- ⇒ Being visionary by planning where the board and the LHD should be in two to three years and actively participating in identifying and training new board members who support this vision.

Source: Being an Effective Local Board of Health Member, NALBOH (www.nalboh.org)