

Indiana Association of Local Boards of Health

Five Functions of a Board of Health

Administration

The Board defines the organization's purpose and helps establish direction for the organization by:

- Regularly scheduling and allocating funds for strategic planning for board members
- Defining a mission and establishing clear, measurable objectives to assure the successful performance of the local health department and its staff
- Regularly evaluating the board of health's responsibilities and performance

Program Planning and Budgeting

The Board ensures a program plan to address and serve specific needs and populations by:

- Establishing and prioritizing goals and objectives that are consistent with the organization's mission statement
- Adopting a realistic budget to support the program plan
- Assessing the program plan and budget annually to determine its ongoing feasibility and effectiveness

Evaluation of Organizational Effectiveness

The Board regularly evaluates the health department by:

- Setting short and long term strategic objectives
- Evaluating them with department staff on a regular basis

Retention and Evaluation of the Health Officer

The Board hires the health officer by:

- Establishing compensation and conditions of employment
- Annually evaluating the health officer's performance

Financial Stewardship

The Board takes a leadership position in the development of the financial resources by:

- Setting conditions and standards for all funds solicited in the health department's name
- Exercising fiduciary care of the funds entrusted to the agency's use through its approval of budgets and audit procedures as well as the establishment of appropriate policies and procedures for financial spending
- Engaging in sound long range financial planning