

## **ROLES AND RESPONSIBILITIES**

### **Roles of Indiana Lake County Board 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:
  - o That the organization is run effectively, legally, and ethically.
  - o That administrator and staff know the direction to take in implementing 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 President at the first meeting of the year. (IC 16-20-2-14,15)

#### **Board President Responsibilities**

The President 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 to discuss them responsibly, and researching additional intonation, 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 Lake County Health Department is doing, or needs to do, in response to existing challenges. Involving others in Lake County Health Department 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 Lake County Health Department
- Working cooperatively with the Health Officer and Administrator.
- Learning about every aspect of the Lake County Health Department and the local public health system, including identifying possible partners.
- Being patient. Changing health status, enforcing procedures, and solving public health

problems take time.

- Identifying priorities to ensure that the appropriate resources are available to meet the Lake County Health Department's long-term goals and objectives.
- Making decisions that must be made, even amid 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 impact the public's health.
- Taking responsibility when asked and following through on commitments.
- Being visionary by planning how the board and the Lake County Health Department should make progress and actively participating in identifying and training new board members.