

BOARD CHAIR JOB DESCRIPTION

The Chair of the Board of MNsure:

1. Provides leadership and direction to the Board of Directors, including:
 - In partnership with the Executive Director, developing annual objectives for the Board and drawing up an annual board work plan;
 - Ensuring that structures and procedures are in place for effective governance, including training and evaluation of Board Members;
 - Providing for the creation of Board committees as necessary to ensure that the Board completes its work in a timely and effective fashion;
 - Serving as a role model for Board Members in developing and maintaining an effective Board culture.

2. Chairs Board Meetings, including:
 - Developing agendas in conjunction with the Executive Director;
 - Encouraging all members to participate in discussion;
 - Facilitating discussions so that decisions are made in an orderly, timely and democratic manner;
 - Ensuring that conflicts of interest are addressed in a timely and transparent manner.

3. Serves as the primary liaison between the Executive Director and the Board, including:
 - Meeting periodically with the Executive Director;
 - Serving as mentor/advisor to the Executive Director in addressing significant issues facing MNsure;
 - Reviewing with the Executive Director any issues of concern to the Board;
 - Participating in the hiring, compensation, evaluation, and, if necessary, termination of the Executive Director.

4. Evaluates at least annually the performance of MNsure in achieving its mission.

5. Supports the Executive Director in maintaining positive relationships with consumers, small business owners, health plans, the Governor's office, other state agencies, the Minnesota Legislature, press, and other stakeholders, including:
 - Reporting Board decisions and actions to stakeholders and the public in a timely and transparent manner;
 - Working to enhance relationships with stakeholders and the public;
 - Supporting and representing, as needed, the organization's interests with public officials;

6. Acts as a signing authority for the board for financial and legal purposes when necessary.

DRAFT – 5/16/2013

BOARD VICE-CHAIR JOB DESCRIPTION

The Vice-Chair of the Board of Directors of MNSure:

1. Is an active member of the Board;
2. Chairs Board Meetings when the Chair is not available (see Board Chair Job Description)
3. Provides support and assistance to the Chair in governance matters
 - Possesses significant governance skills;
 - Assists the Chair in other matters as requested by the Chair;
4. Reports to the Chair and is the probable successor to the chair.