

## **Board of Director – Member Position Description - Focusing on Advanced Technology-Machine Learning and Artificial Intelligence**

### **Purpose and Role:**

The Inteleos Board Director shall work diligently to grow and sustain the organizational mission, oversee the execution of organizational strategy, and uphold all fiduciary responsibilities as a Board member. The Board Director shall be able to apply their knowledge, skills and abilities in the areas of machine learning and artificial intelligence to strategic organizational objectives that will ultimately enhance patient care in a variety of communities.

The Inteleos Board Director supports a diversity, equity and inclusion culture and practices throughout the organization while promoting equitable healthcare for all patients.

### **Meetings**

The Inteleos Board of Directors holds monthly one-hour virtual meetings. Presently, two monthly meetings are held in person, one in the spring and one in the fall. The Chair of the Board has the authority to call a Board or Executive Committee meeting at any time.

### **Board Partners**

- Inteleos Executive Committee
- Inteleos Board of Directors
- Chief Executive Officer (ex-officio Board member)
- Executive Assistant
- Staff Division Chiefs

### **Terms of Service**

- A two-year term with one renewable two-year term
- Ability to be elected to the Executive Committee after one full term of service on the Board;

### **Qualifications**

- Experience and demonstrated knowledge and skill sets in the areas of machine learning and artificial intelligence

### **Time Commitment**

- Average 2 hours per month
- Average two travel meetings or extensive virtual meetings per year

### **Responsibilities:**

1. Uphold legal responsibilities of Duty of Care, Duty of Loyalty and Duty of Obedience;
2. Develop, maintain, and provide oversight of an organizational strategic plan;
3. Continuously review organizational objectives their progress and outcomes that link to the strategic plan;
4. Lead or participate in assigned committees, task forces or working groups;
5. Perform yearly CEO performance evaluation;
6. Approve annual budgets and special allocations within a budget year;
7. Vote in Board elections and on individual appointments as needed;
8. Represent the organization at assigned events and meetings;
9. Be prepared for each Board meeting by reading all materials and asking questions;
10. Maintain the utmost confidentiality of Board and organizational matters at all times;

11. Always perform at the highest professional demeanor that allows for mentoring and coaching others;
12. Understanding that a Board speaks with one voice.



**Skill Sets:**

1. Motivated by solving complex challenges in machine learning and artificial intelligence;
2. A proponent of innovative and technology-supported training and assessment approaches with an emphasis in healthcare;
3. Extensive work, consulting, and advising portfolio in non-profit, corporate, higher education, technology, and healthcare;
4. Capable of spearheading the organization's development and implementation of innovative care delivery models;
5. Strategic thinker who can identify, design, and effectively incorporate technology plans, tools, and programs;
6. Ability to actively participate in Board settings through questions and active listening skills;
7. Demonstrated the ability to work in a team environment;
8. Ability to make individual decisions in a team environment;
9. Ability to maintain strategic awareness and have a comfort level with ambiguity;
10. Ability to use computers and software to view, write, edit and share documents and engage in virtual meetings;
11. Basic knowledge of parliamentary procedures;
12. Ability to learn about new areas relevant to the organization;
13. Ability to understand basic testing, non-profit, and for-profit organizational concepts.