

**IDAHO HEALTH INSURANCE EXCHANGE
ROLES AND RESPONSIBILITIES**

Body or Office	Role	Responsibilities	Authority
Board	<ul style="list-style-type: none"> • Oversee and guide the development of the strategic plan. • Perform oversight. 	<ul style="list-style-type: none"> • Review and approve goals for YHI. • Adopt, periodically evaluate, and revise as necessary YHI's Bylaws and policies. • Approve policies proposed by the Executive Director. • Select, monitor, and evaluate the Executive Director's performance in achieving YHI's goals. • Monitor public perception of YHI and provide guidance regarding YHI's communications with the public. 	<ul style="list-style-type: none"> • Perform all duties necessary and appropriate to implement YHI pursuant to the Idaho Health Insurance Exchange Act. • Delegate the Board's authority to act subject to limitations clearly articulated by the Board when delegating the authority.
Board Committees	<ul style="list-style-type: none"> • Employ expertise of committee members to monitor and oversee YHI's activities with respect to the subject matter of the committee. • Perform specific functions assigned to the committee in YHI's Governing Documents. 	<ul style="list-style-type: none"> • Review YHI's activities for compliance with YHI's Governing Documents, and contractual obligations. • Provide general updates to the Board regarding the committee's work with respect to oversight. • Present recommendations to the Board for its approval to authorize YHI's actions unless the authority to approve certain actions of YHI has been expressly delegated to the committee. 	<ul style="list-style-type: none"> • Request information and make inquiries of the Executive Director regarding YHI's activities. • Exercise authority delegated by the Board with respect to particular functions assigned to the committee subject to the Board's oversight and approval as specified in the delegation of authority.
Chairman of the Board	<ul style="list-style-type: none"> • Lead the Board by working with the Board members to 	<ul style="list-style-type: none"> • Preside over Board meetings. • Assist the Executive Director with the 	<ul style="list-style-type: none"> • Upon delegation by the Board, authorize the retention of advisors or

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	<p>gauge their views and form a consensus.</p> <ul style="list-style-type: none"> • Focus on YHI’s long-term priorities. • Provide the Executive Director a second perspective at the highest level without going to the full Board. 	<p>development of meeting agendas and recommend proposals for consideration.</p> <ul style="list-style-type: none"> • Monitor compliance with the open meeting requirements under Idaho law, including proper use of executive sessions and notice and written minutes of meetings. 	<p>consultants to the full Board.</p> <ul style="list-style-type: none"> • Upon authorization by the Board and at its direction, participate in communications with stakeholders and the public. • Exercise any other authority expressly delegated by the Board.
Executive Director	<ul style="list-style-type: none"> • Manage YHI’s day-to-day operations according to the goals set by the Board. • Develop, in concert with the Board, YHI’s long-term goals and strategic plan. • Focus on YHI’s short-term priorities. 	<ul style="list-style-type: none"> • Develop meeting agendas, provide notice of meetings of the Board and its committees, and cause minutes of meetings to be drafted, approved by the Board or the applicable committee, and make available to the public. • Provide regular updates to the Board and its committees regarding YHI’s finances and operations during meetings and through written communication. • Oversee staff and legal counsel to ensure compliance with regulatory requirements (federal and state). • Respond to requests for information and questions of the Board and its committees. • Develop procedures subject to Board approval. 	<ul style="list-style-type: none"> • Exercise authority expressly delegated by YHI’s Governing Documents; if there is any question regarding the conditions or limitations on express grants of authority, obtain clarification from the Board. • Upon authorization by the Board and at its direction, act as the spokesperson of YHI.