



## READ THIS BEFORE EDITING YOUR GOVERNANCE MANUAL

Welcome to the OrientWell™ Model Governance Manual. When completed, your governance materials will provide a strong foundation for new trustees, as well as existing board members. It will build understanding and knowledge of:

- Your hospital – its mission, governance and management, facilities, operations, and key issues
- Trustee roles and responsibilities
- The expectations of trustees
- Governance accountabilities
- Health care issues and trends
- Other information relevant to building high-performance governance

### **Model Governance Manual Contents**

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The Model Governance Manual is comprised of seven sections:

1. Quick Start Guide
2. About the Hospital
3. Health care Basics
4. Leadership Role Overview
5. Governance Operations
6. Association Memberships
7. Appendices

## How to Use This Manual

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Custom-tailoring this manual for your hospital is a simple process:

- Using Microsoft Word’s “Find and Replace” feature, find all references to:
  - “[Hospital Name]” and replace with your hospital’s name
  - “[Date]” and replace with the effective date for your manual (e.g., June 2015)
- Review the document and replace the prompts in [brackets] with your organization’s information. For example, replace “[number of voting members]” with the number of voting members on your board.
- In some places, you will need to delete bracketed instructions and insert your hospital’s documents, materials or information.
- Enter the effective date of your manual in the footer:
  - On the first page of the Governance Manual
  - In the footer of all subsequent pages
- Read through the entire document closely, adding and deleting information as you determine necessary.
- When you have finished making the changes required to customize the manual contents to your specific needs, go back and check page breaks, making any adjustments to the text as necessary.
- Update the Table of Contents once the manual content is complete.

## **For Additional Assistance**

If you have questions or need information, please contact us by calling (630) 613-7580 or by sending an e-mail to [barb@governwell.net](mailto:barb@governwell.net).

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