



Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

Board of Health Position Descriptions	
Current Open Positions:	Seat 5: Large City Representative (Wenatchee) Seat 6: Small City Representative (Douglas County) Seat 8: Public Health/Health Care Provider Position Seat 10: Community Stakeholder Position Seat 12: Tribal Representative
Compensation:	Service on the Board of Health is voluntary
Term Length:	3 years, starting January 2026

Summary Description:

Serving on the Chelan-Douglas Health District (CDHD) Board of Health is an opportunity to shape public health policy and strengthen the health of our communities. Board members help set the strategic direction for CDHD, adopt public health policies, approve budgets, and ensure accountability to the residents of Chelan and Douglas Counties. Members contribute their professional expertise or lived experience to guide decisions that prevent disease, improve health, and advance well-being.

The Board of Health meets **monthly**, currently on **Monday afternoons at 2:00 p.m.**, with occasional special meetings or committee work as needed. Members are expected to prepare for meetings, engage in thoughtful discussion, and collaborate with fellow board members and health district staff.

Mission: *To protect and improve the health of individuals and communities in Chelan and Douglas Counties through the promotion of health and the prevention of disease and injury.*

Vision: *Chelan-Douglas Health District makes optimal use of available resources and partnerships to provide high quality public health services in Chelan and Douglas Counties. Its program priorities emphasize the foundational public health functions basic to public safety in any community.*

Board of Health members are expected to support and advance this mission and vision through their leadership and decision-making.

Overview of Governing Structure:

Chelan-Douglas Health District (CDHD) is governed by a 12-member Board of Health, including both local elected officials and appointed community members. Appointed seats must balance the number of elected commissioners and comply with Washington State laws and rules governing board composition.

Under RCW 70.46.031, dual-county health districts (like CDHD) must include an equal number of non-elected members as elected officials. These appointed members must come from specific categories:



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- Public health, health care facilities, and providers (e.g., epidemiologists, environmental health experts, hospital staff, those with advanced public health degrees, practicing clinicians, etc.),
- Consumers of public health — individuals with lived experience or who have faced health inequities themselves,
- Other community stakeholders — such as representatives of community-based nonprofits, business leaders, or environmental public health regulated communities

Also, since CDHD serves areas with Native American trust lands, one non-elected seat must be a tribal representative selected via the American Indian Health Commission. Changes to board composition must align with WAC 246-90 rules dictating appointment, recruitment, equitable representation, and process. Appointed members are nominated through an open application process and confirmed by majority vote of both Chelan and Douglas County Boards of Commissioners.

Essential Functions/Key Responsibilities

Board of Health members collectively and individually:

Policy & Governance

- Adopt public health regulations, resolutions, and policies within statutory authority.
- Approve the district's annual budget and strategic priorities.
- Ensure compliance with state law and alignment with community health needs.

Community Representation

- Represent the interests of Chelan and Douglas County residents, bringing perspectives from assigned seat categories (provider, consumer, stakeholder, or tribal).
- Contribute community knowledge and lived experience to inform decisions.
- Serve as a liaison between CDHD and community groups, businesses, health care providers, or tribal partners.

Oversight & Accountability

- Monitor performance of the Health District in delivering Foundational Public Health Services (FPHS).
- Ensure fiscal responsibility, transparency, and effective use of public funds.
- Participate in Board training and continuing education as required by WAC 246-90.

Engagement

- Attend and actively participate in monthly board meetings and occasional special meetings.
- Review meeting packets and materials in advance to support informed decision-making.
- Engage respectfully and collaboratively with staff, fellow members, and the public in open meetings.

General Requirements/Qualifications (All Seats)

- Must be a resident of Chelan or Douglas County (tribal seat exempt).
- Commitment to monthly attendance and active participation.
- Willingness to complete required orientation and ongoing public health training.
- Commitment to the mission and vision of CDHD.



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- Uphold ethical standards, avoid conflicts of interest, and comply with the **Open Public Meetings Act (RCW 42.30)**.

Requirements by Position (Seats 5-12)

Large City Representative (Seat 5)

- Must be a mayor or city councilmember of Wenatchee or East Wenatchee.
- Seat rotates between the two cities per bylaws.
- Alternate must also be a mayor or councilmember of the same city.

Small City Representative (Seat 6)

- Must be a mayor or city councilmember of a smaller city in Chelan or Douglas County.
- Seat alternates between counties per bylaws.
- Alternate must also be a mayor or councilmember of the same city.

Public Health / Health Care Provider Positions (Seats 7-8)

- Current or recent experience in public health, health care facilities, or as a health care provider.
- Preferred backgrounds include epidemiology, environmental public health, medicine, nursing, behavioral health, or public health administration.
- Ability to apply evidence-based knowledge to board decision-making.

Community Stakeholder Positions (Seats 9-10)

- Representative of a community-based organization, nonprofit, business, or regulated industry.
- Demonstrated engagement with populations served by CDHD.
- Ability to foster partnerships between CDHD and local sectors.

Consumer of Public Health Position (Seat 11)

- Resident of Chelan or Douglas County with lived experience in navigating public health or social service systems (e.g., WIC, home visiting, Medicaid, SNAP, immunization clinics).
- Brings perspective from the community on how services impact individuals and families.
- No financial interest in health care delivery systems to maintain independence.

Tribal Representative Position (Seat 12)

- Selected in coordination with the American Indian Health Commission.
- Represents tribal interests and ensures culturally responsive public health policy.
- May also qualify as provider, consumer, or stakeholder depending on background.

Attendance and Removal

- Members in Seats 5–11 with **four or more unexcused absences in a calendar year** may be removed by majority vote of the county commissioners.
- Alternates are expected to attend when the primary member is unavailable.

Please [click](#) here to complete and submit the application in ADP. You must click on the Board of Health Member link, then click on the "Apply" button on the top right-hand corner.