

October 2025

Kitsap Public Health Board Nonelected Position Description: Public Health, Health Care Facilities, and Providers

ELIGIBILITY

In accordance with RCW 70.46.031 and Kitsap Public Health Board (Board) Bylaws, the Public Health, Health Care Facilities, and Providers position must be held by a Kitsap County resident who is practicing or employed in Kitsap County in at least one of the following areas:

1. Medical ethicists;
2. Epidemiologists;
3. Environmental public health;
4. Community health workers;
5. Holders of master's degree or higher in public health or another field with emphasis or concentration in health care, public health, or health policy; or
6. Any of the following providers holding an active or retired license in good standing under Title 18 RCW:
 - a. Physicians or osteopathic physicians;
 - b. Advanced registered nurse practitioners;
 - c. Physician assistants or osteopathic physician assistants;
 - d. Registered nurses;
 - e. Dentists;
 - f. Naturopaths; or
 - g. Pharmacists.

NONELECTED/NONTRIBAL HEALTH BOARD POSITIONS DESCRIPTION

Kitsap Public Health Board (Board) is comprised of ten (10) members: five (5) elected officials, two (2) tribal representatives, and three (3) nonelected members selected from categories specified in RCW 70.46.031(1)(a).

Nonelected/nontribal members must reside within Kitsap County. Nonelected members must disclose any potential conflict of interest with the Health Board or Health District.

Nonelected members are recruited, evaluated, selected, and recommended by the Health Board to the Kitsap Board of County Commissioners for appointment. Nonelected/non-tribal members must be approved and appointed by a majority vote of the county commissioners.

Nonelected members approved by the county commissioners serve a term of four (4) years and are limited to two 4-year terms. Following a gap of 1-year after the first two terms (eight years), a nonelected member may be reappointed for one (1) additional 4-year term.

Nonelected members shall have all rights and responsibilities afforded to elected members except that nonelected members shall not be allowed to vote on any decision related to the setting or modification of permit, licensing, and application fees (see RCW 70.46.031 (1)(I)).

Nonelected members will be compensated for their time (and travel) to attend meetings or other official Board activities in accordance with the Board Bylaws.

DISTINGUISHING CHARACTERISTICS

Incumbents for nonelected/non-tribal Board member positions will demonstrate attributes from the following distinguishing characteristics:

- Demonstrated time, expertise, and experience in one of the nonelected member groups.
- Service time, current or past, on other local boards or commissions.
- Professional demeanor and a commitment to promote civil discourse.
- Demonstrated ability to get along with others and possess a working experience to find consensus or compromise.
- A strong understanding of, and commitment to, public health.
- Representation of diversity and lived experience.
- Geographic representation of Kitsap County.
- No significant or ongoing conflict of interest with Kitsap Public Health District.
- Demonstrated commitment to diversity, equity, and inclusion.

This is a non-employment volunteer position and is exempt from the minimum wage and overtime requirement of the Washington Minimum Wage Act and Fair Labor Standards Act (FLSA).

ESSENTIAL BOARD MEMBER FUNCTIONS

As a member of the Board, works within the full Board to:

- Adhere to, follow, and uphold the Board's Bylaws and the public health statutes and rules of the Washington state, per [RCW 70.05](#).
- Supervise all matters pertaining to the preservation of life and health of the people in Kitsap County.
- Enforce the public health statutes of the state, and rules promulgated by the state board of health and the secretary of health, through the local health and the administrative officers of Kitsap Public Health District.
- Supervise the maintenance of all health and sanitary measures for the protection of the public health in Kitsap County.
- Enact such local rules and regulations as are necessary in order to preserve, promote, and improve the public health and provide for the enforcement thereof.
- Provide for the control and prevention of any dangerous, contagious, or infectious disease within Kitsap County.
- Provide for the prevention, control, and abatement of nuisances detrimental to public health.
- Make reports to the state board of health through the local health or administrative officers as the state board of health may require.
- Regularly and actively attend all Board meetings and applicable committee meetings. Attend special or emergency meetings called by the Chair.
- Set the compensation of the health and administrative officers as needed.
- Review and approve the Health District's finances and annual budget to carry out public health services.
- Approve an annual Board meeting schedule.
- Actively participate on a Board committee.
- Elect a Board Chair and Vice Chair on an annual or as-needed basis.
- During Board meetings, adhere to the business conduct specified in the most current edition of *Robert's Rules of Order*.
- Work effectively with leaders of the community representing many diverse cultural, ethnic, and social groups.
- Listen attentively and communicate effectively and persuasively, both orally and in writing, in clear, concise language appropriate for the purpose and parties addressed, concerning complex or sensitive matters, including making presentations to diverse audiences.

- Use tact, discretion, respect, and courtesy to gain the cooperation of others and establish and maintain effective working relationships with rapport with co-workers, volunteers, other programs, representatives of other agencies and businesses, and diverse members of the public.
- Adhere to the Open Public Meetings Act ([RCW 42.30](#)), Public Records Act ([RCW 42.56](#)), and Administrative Procedures Act ([RCW 34.05](#)).
- Become familiar with and knowledgeable about [Board Resources](#).
- Performs other duties as requested by, and agreed with, the Chair.