



## Board of Directors Job Description

Length of Term: Two years

The board of directors is legally and ethically responsible for all activities of the organization. To that end it:

1. Determines how the organization will carry out its mission through long and short-range planning
2. Adopts an annual budget and provides fiscal oversight
3. Recruits, orients, and develops board members
4. Hires and evaluates the performance of the executive director
5. Evaluates its performance and overall performance of the organization in achieving the mission
6. Establishes policies for the effective management of the organization

Responsibilities:

- Understand and promote the organization's mission
- Be familiar with the organization's programs, policies, and operations
- Attend board meetings and appropriate committee meetings
- Actively serve on at least one committee and offer to take on special assignments
- Review agenda and supporting documents prior to meetings
- Make an annual contribution to the organization or recruit contributions
- Participate in fundraising activities and special events
- Keep current on affordable housing issues and developments in program areas
- Strictly adhere to conflict of interest policies
- Strictly adhere to confidentiality policies

Time Demands (approximate):

- Attend and actively participate in at least 75% of board meetings (6 bimonthly board meetings, approximately 1.5 hours in length, on the 2<sup>nd</sup> Thursday of the month)
- Attend and actively participate in committee meetings and related work (1 hour per month as determined by the committee)
- Attend and actively participate in the board and staff retreats (usually 1-2 a year)
- Attend and actively participate in the annual meeting (approx. 3-4 hours)
- Attend special events such as fundraisers (2 fundraisers per year recommended)
- Attend new board member orientation (approx. 3 hours)
- Meet with potential donors/funders to make a case for funding the organization, answer questions, etc. (approx. 4 hours annually)

Financial and Resource Development Expectations:

- Make an annual contribution to the organization or recruit contributions
- Sell tickets to fundraising events
- Recruit sponsors, as needed
- Identify and cultivate potential donors

*Last Updated: June 16, 2019*