



Board of Directors Member Job Description | 2015

Position: Director / Member of Mutual Housing California Board of Directors

Organization Mission Statement: The mission of Mutual Housing California is to develop and operate permanently affordable housing that builds strong and stable communities through resident participation and leadership development.

Description of Board: The Board of Directors has a minimum of 12 and a maximum of 17 seats which reflect the partnership focus of the organization. All but six of these seats must be elected by the membership of Mutual Housing California. Six to seven of those are reserved for residents of mutual housing, mutual housing program participants, and/or former residents of mutual housing who have remained connected to Mutual Housing California. Four seats are reserved for community members and business representatives who are dedicated to the mission of affordable housing and have a skill or interest related to the work of the organization. In addition to the elected board positions, there are two government representatives on the board. One seat on the Board is appointed by the Mayor of the City of Sacramento and the other is appointed by the County Board of Supervisors. Four seats are appointed by the Board of the Yolo Mutual Housing Association, and a minimum of two of those four YMHA seats must be held by resident members.

Responsibility of Board Member: Each Director (member of the board), together with the other Directors, is legally and morally responsible for all activities of the organization. The board has a fiduciary responsibility to the residents of mutual housing as well as to the general public (pursuant to the requirements of Mutual Housing's state and federal tax-exempt status). The Board is responsible for effectively governing the operation of the organization by setting policy and providing oversight in five major areas: Finance and Fundraising, Personnel, Planning, Program Operations and Public Relations. Each board member acts as an ambassador for Mutual Housing in the wider community.

Authority: Each Director is a voting member of Mutual Housing California's Board of Directors. The Board establishes the policies, corporate mission and budgets which provide the framework within which operations must be carried out. The Board also maintains control by approving annual goals, measuring outcomes against goals, and hiring and evaluating the executive director.

Principle Duties: The following are the expectations Mutual Housing California has of individual Directors:

1. Prepare for board meetings by reading monthly Board packets and becoming informed on subject matters to be discussed. Actively participate in Board discussions and decisions. Bring issues up through the proper channels.
2. Attend and participate in regular (monthly) and special meetings of the Board of Directors. Board meetings are typically ninety minutes and held on the fourth Monday of each month in the evening. Dinner is served. A board weekend retreat lasting one and a half days is typically held in January each year.
3. Serve in leadership positions and undertake committee work willingly and enthusiastically. This includes joining and actively participating in one or more Board committees and functions, and attending scheduled committee meetings.

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4. Support the majority decisions of the Board of Directors, and maintain confidentiality of Board discussions as appropriate.
5. Serving as an ambassador of Mutual Housing: Support or promote the organization's funding and resource development efforts in line with one's abilities, including introducing individuals with whom you have a personal and professional relationship to the work and programs of Mutual Housing.
6. Review the Association's financial statements and otherwise help the Board fulfill its fiduciary responsibilities and make sound business decisions.
7. Know and support the organization's mission and serve as an advocate of Mutual Housing.
8. Attend special events.
9. Serve the Association as a whole rather than represent any one property or constituency.

Preferred Qualifications: Mutual Housing seeks individuals who have the following characteristics:

1. Supports the mission of Mutual Housing.
2. Strong interest in affordable housing and the empowerment of low-income individuals, and commitment to the revitalization of low-income communities.
3. Ability to commit four to six hours per month of volunteer time in Association activities including Board and committee meeting attendance and preparation, special events, planning sessions and serving as an advocate of Mutual Housing.
4. Leadership ability and skills gained through education, employment or other life experience which will help Mutual Housing further its mission and goals; a willingness to share this expertise with others.
5. Willingness to learn about Mutual Housing, its residents, its programs and factors which affect the organization's ability to carry out its mission.
6. Willingness to promote Mutual Housing among personal and professional contacts.
7. Willingness to participate in Board and committee meetings and events with enthusiasm, and in a respectful and cooperative manner.
8. Ability to communicate openly and work respectfully and constructively with diverse individuals.

Requirements for service: Must be member in-good-standing of Mutual Housing California or become a member prior to joining the board of directors and must be willing to attend training sessions appropriate to the Director's knowledge and background.

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Accountability and Term: All Directors, with the exception of government appointees to the Board, are elected for a three-year term and may serve on the board for a maximum of two consecutive terms (six years maximum service without a minimum of a one year break). The Board is accountable to the membership for setting policy in the organization, and accountable to the State of California for adhering to state corporate laws; and to the Federal Government in matters of legislation affecting non-profit organizations.

Mutual Housing California's Responsibility to Directors: Mutual Housing will provide to all Directors

1. Adequate information prior to board meetings and at the meetings to enable the Director to make informed decisions in the course of her/his duty as Director;
2. Access to free and low-cost trainings to assist the Director in understanding the work of the organization and the role and responsibilities of a Director;
3. Materials and support to assist the Director in promoting the organization to his/her professional and personal contacts;
4. Mentoring, if requested, to support the Director in obtaining any skills and experience desired through service to Mutual Housing California.
5. Stipends upon request to cover costs of childcare during meetings, purchase of meals for family when Director cannot prepare meal due to board service, and transportation to and from meetings as needed.
6. Other support and information appropriate to board service.

Application Process:

To apply for a Board position or for more information, call Rachel Iskow, Executive Director at 916-453-8400 ext. 224. Applicants are requested to submit a resume (or other list of experience) and cover letter stating reasons for wanting to serve on the board. Qualified applicants will be interviewed by the Mutual Housing California's Nomination Committee and may be selected by the Committee to run on the slate of candidates recommend by the Board in the membership's annual election of directors. Applicants who are not selected to run on the slate, but who are members of Mutual Housing California, may run as write-in candidates in the annual election. If elected by members at the annual membership meeting in September, the Director's term begins immediately in September and the first meeting held after election would be in October. If the Board accepts the nomination prior to August,

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the appointment of the director is on an interim basis until the September annual meeting in which the membership of Mutual Housing California votes on directors to fill vacant positions.