



## **Board Member Roles and Responsibilities**

**Adopted by Community Roots Housing Executive Committee November 2020**

This document is intended to help board members understand their roles and responsibilities as members of the Community Roots Housing Public Development (PDA) Board and assist them in meeting the expectations of the Board and staff. This document is not intended to replace or duplicate the Community Roots Housing Charter and Rules nor replace or duplicate sections from SMC 3.110 PUBLIC CORPORATIONS that deal with Board roles and responsibilities.

We understand that board members bring different skills and resources and that the expectations for each board member will differ. We also acknowledge that not everyone can do everything, for instance, that some board members provide significant and valuable input at board and committee meetings while others provide access to significant resources while advising and supporting staff in other ways. The Executive Committee and CEO will be strategic in identifying the appropriate role for each board member.

### **Roles and Responsibilities**

#### Strategic Leadership

- Determine and commit to our core principles and values.
- Exercise leadership within the organization.
- Attend and actively participate in monthly Board meetings.
- Serve on one or two Committees. Attend and actively participate in committee meetings.
- Ensure effective planning and attend the annual retreat with the CRH Foundation Board.
- Conduct the hiring and evaluation of the CEO.
- Provide advice and counsel to the CEO and staff leadership.
- Monitor and strengthen primary organizational activities.
- Build a strong and competent board of directors.

#### Administrative Duties

- Ensure that the organization operates with legal and ethical integrity.
- Promptly and fully disclose any conflict of interest to the Board Chair and CEO.
- Read and understand the Charter and Rules & Regulations
- Be familiar with key regulatory codes that affect our work.
- Ensure organizational fiscal soundness, review and approve the annual budget.
- Ensure the proper stewardship of CRH assets.
- Enhance CRH's public standing and represent CRH Foundation to the community.

#### Resource Development

- Leverage professional and personal resources to support the organization.
- Use personal and professional skills to benefit the organization.
- Support and attend special events.
- Make a financial contribution to CRH that is personally significant consistent with the Board goal of 100% participation.

### **Evaluation**

Annually each Director will conduct a self-evaluation using this job description as a tool.

### **Review Date**

The Executive Committee and the Joint Board Development Committee will periodically review the Board Member Job Description. Recommended changes are presented to the Board.