



## Board Member Job Description

### About Us

The Community Roots Housing Foundation is an independent nonprofit supporting [Community Roots Housing](#) (a Public Development Authority or PDA). The primary purpose of the Foundation is to raise funds to sustain Community Roots' work, expand its programs, and launch new initiatives. Everyone has the right to an affordable, quality home. At Community Roots, we have remained committed to making this right a reality for 45 years in Seattle. We root our work in community-led development, focusing on creating and maintaining engaging, resident-centered communities. We work in deep, authentic community partnerships, because we know that we can create better communities together.

Living our values means we not only honor the diversity communities reflect, but we work to transform the systems that prevent access to affordable housing. We are committed to creating an organization that is welcoming and led by persons representative of the communities in which we serve.

Founded in 2009, the Community Roots Housing Foundation raises approximately \$1 million a year in support of the PDA and supports communications and advocacy efforts. Funds raised have helped start programs such as Asset Management, Resident Services, and the Capitol Hill EcoDistrict. In addition, the Foundation is the lead fundraiser for the \$38+ million [Rise Together](#) collaborative capital campaign, involving six partners in three neighborhoods.

### Foundation Board Overview

The primary responsibility of the Foundation Board is to raise funds and resources to support the mission and activities of the PDA. The [Board of Directors](#) is also the legal authority that acts on behalf of the community and is responsible for the effective governance of the nonprofit, 501(c)(3) Community Roots Housing Foundation. Board terms last two years. Directors may be appointed or elected per the Foundation Charter to successive terms.

### Responsibilities of the Board

- Establish and meet the fundraising goals of the organization. Board members are asked to tap into their personal and professional relationships to support the organization.
- Ensure the Foundation conducts its activities in a manner consistent with its bylaws.
- Contribute to and participate in the development of Foundation organizational goals and work plan.
- Participate in the development, review, and approval of Foundation's budget. Monitor the financial performance of the organization during the year.
- Board members are expected to be informed on organizational matters and to participate in some policy, finance, program, personnel, and advocacy decisions.
- Make recommendations to staff where necessary for updates or to improve organizational governance or performance.

- Support and provide advice to the Foundation Executive Director in the stewardship and guidance of the Foundation.
- Abide by the Foundation's conflict of interest and confidentiality policies.

### **Individual Duties**

- Contribute knowledge and skills key to the Foundation's success such as fundraising, community relations, event planning, board governance, and advocacy.
- Together with staff, identify and obtain the financial and other resources to support the organization's mission. Solicit contributions and support on behalf of the Foundation.
- Be a representative for the Foundation, assisting in developing and maintaining positive relationships on the organization's behalf. Recruit new board members.
- Regularly attend and actively participate in board and committee meetings and exercise leadership within the organization.
- Serve on at least one committee. Current committees include: Executive Committee, Individual Giving Committee, Events & Sponsorship Committee, and Joint Board Development Committee.
- Make an annual contribution to the Foundation that is personally significant, complying with our Board policy of 100% participation.
- Comment and vote on policy and other recommendations received from the rest of the Board, committees, or senior staff.

### **Time Commitment:**

We ask that each Board Member plans to spend approximately 3-8 hours a month on board activities, including but not limited to, attending Board and committee meetings, fundraising, attending and recruiting attendees for Foundation events, and working on projects related to the work of the Board and committees.

- Board meetings are quarterly, on the fourth Tuesday of January, April, July, and October from 5-6:30 pm.
- Individual Giving Committee meets on the first Tuesday of each month at 4:30 pm
- Events & Sponsorship Committee meets on first Thursday of each month at 4:00 pm
- Joint Board Development Committee meets on the fourth Wednesday of every other month at 4:00 pm.

In addition, we require board members to participate in an annual all-day board retreat.