

Metro West Housing Solutions Board Members Job Description

Board member responsibilities

Board members are responsible for determining MWHS policy in human resources, planning, finance, community relations, and organizational operations.

I. Human Resources - Board members have **three key responsibilities** in this area:

1. board membership, which includes recruiting new board members, recognizing and nurturing existing board members, and providing existing board members with opportunities to grow and develop as leaders;
2. executive director oversight, which includes hiring, termination, disciplining and ongoing evaluation of the executive director; and
3. personnel policies, which includes policies relating to the executive director's employment, and ensuring that the executive director has complete and up-to-date policies in place for management of staff.

II. Planning - Board members have **three key responsibilities** in this area:

1. establishing and reviewing MWHS mission/philosophy/goals;
2. planning which services/programs MWHS provides; and
3. evaluating MWHS services/programs and operations on a regular basis.

III. Finance - Board members have **four key responsibilities** in this area:

1. ensuring financial accountability of MWHS;
2. overseeing an ongoing process of budget development, approval and review;
3. ensuring that adequate funds are available to support MWHS's policies and programs; and
4. overseeing properties or investments of the MWHS.

IV. Community Relations- Board members have **three key responsibilities** in this area:

1. ensuring that MWHS's programs and services appropriately address the needs of those we serve;
2. advocating for MWHS's services/programs, which includes an awareness that board members are always emissaries of MWHS in the community; and
3. cooperative action, which includes determining occasions when MWHS could/should take part in coalitions, joint operations, etc.

V. Organizational Operations- Board members **have four key responsibilities** in this area:

1. ensuring that MWHS's management systems are adequate and appropriate;
2. ensuring that the board's operations are adequate and appropriate, which includes writing policies for conduct of meetings and operation of board business;
3. ensuring that organizational and legal structure are adequate and appropriate; and
4. ensuring that MWHS and its board members meet all applicable legal requirements.

VI. Performance expectations for board members

In performing duties as a member of the MWHS board, every board member is expected to:

1. demonstrate a strong belief and commitment to MWHS's mission;
2. devote the necessary time to prepare for and participate in board and committee meetings;
3. exhibit high ethical standards and integrity in all board actions;
4. be an enthusiastic advocate for MWHS;
5. take responsibility and accountability for MWHS and all decisions made by the board;
6. spend the time necessary to learn how to do the job, and maintain an ongoing schedule of in-service to learn how to do the job better; and
7. demonstrate willingness to work as a team member with other board members and the executive director.