

WASHINGTON HOUSING ALLIANCE ACTION FUND

Member of the Board of Directors Job Description and Expectations

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of the Washington Housing Alliance Action Fund. The Action Fund's public policy, advocacy, and political work focuses on bringing about a day when everyone in Washington has the opportunity to live in a safe, healthy, affordable home. The Action Fund furthers this goal by holding lawmakers accountable and acknowledging their leadership in housing and homelessness-related policymaking. To fulfill its role effectively, the Action Fund may take positions that are politically controversial.

Core Responsibilities:

- Providing leadership and guidance so that the Action Fund collaborates successfully with the Washington Low Income Housing Alliance in affordable housing and homelessness advocacy;
- Advocating for the mission, organization, advocacy priorities, and strategies of the Action Fund in the community and with elected officials;
- Leading or participating in evaluation of Washington State House, Senate and gubernatorial candidates as well as initiatives, for the purpose of endorsements and contributions with the goal of influencing electoral outcomes to the betterment of housing funding and policy;
- Development and oversight of policies and procedures;
- Strategic planning and organizational evaluation;
- Financial oversight, including adoption of the annual budget;
- Participation in the oversight and evaluation of the Housing Alliance's Executive Director in capacity as contract executive for the Action Fund; and
- Participating in fundraising.

Members of the board share these responsibilities while acting in the interest of the Action Fund. Each member is expected to make recommendations based on his or her experience and vantage point in the community. Board members represent themselves as individuals; they do not represent organizations for which they work or with which they may be affiliated.

Meetings and Time Commitment:

- Board members should expect to spend approximately five to ten hours per month on Action Fund business, including board meetings, committee work, and other responsibilities.
- Currently the board of directors meets in Seattle (with a conference call option) on the fourth Monday of the month, from 4:30 to 6pm.
- Board members are encouraged to attend special events.

Board Member Responsibilities

- Attend and participate in meetings on a regular basis and special events as able.
- Be alert to community and political developments that relate to the Action Fund's work and bring that information to the organization.
- Help communicate and promote the mission and programs to the community.
- Become familiar with the organization's finances, budget, and financial/resource needs.
- Understand the policies and procedures of the Action Fund.
- Financially support the Action Fund in a manner commensurate with one's ability.