

OREGON COALITION ON HOUSING & HOMELESSNESS
Board of Directors Job Description

Mission

The Oregon Coalition on Housing and Homelessness is a statewide coalition of individuals and organizations working together as a force of change, dedicated to ending homelessness and increasing affordable housing options in Oregon.

Introduction

A tax-exempt organization's Board of Directors has very specific duties distinct from those of management. It is the Board's role to manage the affairs of the organization under the direction of the Board Chair and oversee the overall operation of the organization. Directors do not have individual power of authority. The power and decision making ability lies with the full Board. A Board member may occasionally become heavily involved in a particular organizational activity that does not fall under any committee responsibility. In that situation, the Board member will write regular reports and updates to the full Board so that all information is shared openly.

Powers and Responsibilities

The OCHH Board of Directors has the power to:

- Select its own officers
- Solicit, accept and expend funds
- Contract for services
- Hire staff
- Form standing and special committees
- Maintain current all reports and filings that are legally required
- Represent OCHH and its policies at public meetings, before governmental agencies, and the news media as appointed by the Executive Committee or the Board Chair.
- Engage in long-term strategic planning
- Establish committees and appoint Directors to them
- Develop policy
- Appoint Board members to fill vacancies between annual membership meetings
- Take other actions appropriate to further OCHH's goals and mission.

Directors are required to act within their authority, to exercise due care, and to observe fiduciary responsibilities, always acting for the organization's benefit.

Individual Directors have the responsibility to:

- Be committed to the mission, goals, and objectives of OCHH, and work to further those goals and objectives.
- Attend Board Meetings on a regular basis.
- Be an active participant on at least one committee.
- Participate in the annual training conference as requested.
- Be reasonably informed, participate in discussions, and exercise independent judgment
- Be knowledgeable of OCHH's policies and procedures; participate in their formation, and work to maintain the organization's integrity.
- Be a conduit for the flow of information between the Board, member agencies, and the public.
- Promote legislative issues on behalf of, or that benefit, people experiencing homelessness.
- Help secure adequate funding to support the accomplishment of OCHH's goals and mission.
- Ensure that provisions of the organization's charter/by-laws are being followed.
- Recognize and respect the individuality and diversity of Directors and be committed to honor this and work as a team.
- Treat as confidential all matters involving OCHH until there has been general public disclosure or until the information is a matter of public record or is accepted as common knowledge.
- Be realistic in accepting commitments to the coalition.
- Seek and recommend methods to improve the quality of services and benefits OCHH can provide.

Communication and Organization Representation

Communication in any form is an essential issue within any organization. All communication with the community and with the membership must have the approval of the Board or the Board Chair.

OCHH functions and furthers its mission through advocacy, education and board participation. It is essential that the coalition be represented in a consistent and professional manner. All Directors representing the organization must have the approval of the Board. The Board Chair or his/her designee will be informed of all communication by Board members and will give final approval for newsletter articles, position statements, etc.

Director's Code of Conduct

Each Director is a representative of the organization/coalition. Directors are expected to communicate with the Board regarding opportunities for representation and the nature of the individual commitment they are making to represent the coalition to the public.

Directors will perform their duties in a professional manner and in the best interest of the organization at all times. Any Director acting outside of their authority or misrepresenting OCHH in any way may be dismissed from the Board by a majority vote.

Each Director who is also a committee chair will present written reports of committee activity at each Board meeting, and all proposed committee activities will be brought to the Board for approval.

Standing Board Committees

Each OCHH Committee that is formed by the Board will be chaired by a member of the Board of Directors. Each Board member is required to serve on at least one committee. Committee chairs will present written reports of their committee's activity at each Board meeting. All committee activities and decisions must be brought to the Board for approval.

OCHH's Responsibility to Directors

- Efficient use of the time Directors devote to their responsibilities
- Communication in a timely manner
- Relevant, organized and efficient meetings
- Plan for time to be used for strategic planning and review
- Access to management, books and records, and timely notice of all meetings
- Update Director's on the organization's policies and procedures
- Respect for Director's individuality and diversity
- Recognition of work and tasks accomplished
- Fulfillment of legal obligations

Board Membership Agreement

You have chosen to be a Director of the Board for the Oregon Coalition on Housing and Homelessness, having been duly elected by the Board of Directors of the organization and therefore having an obligation to direct the organization in a reasonable and prudent manner.

Please read the attached "Board of Directors Job Description" carefully, and if you agree with the described responsibilities, sign and return this agreement to the Board Chair. Your signature signifies your understanding of your obligations and commitment to fully participate as an active Board member.

I support the mission of the Oregon Coalition on Housing and Homelessness, and I understand and accept my responsibilities as a Board Director as described in the "Board of Directors Job Description".

Signature _____ Date _____

Print Name _____

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