

RED VINES 1

Red Vines 1 Board Member Job Description

The Organization:

Red Vines 1 sponsors, owns and operates affordable housing for low-income households in East King County. Red Vines was formed as a non-profit organization in 1992. Currently Red Vines owns Andrew's Glen Apartments in Bellevue and has the managing ownership interest in Andrew's Arms in Issaquah and Velocity in Kirkland. In these three properties, Red Vines offers 113 affordable homes to formerly homeless and other low-income people on the Eastside.

In 2012, Red Vines 1 became a Community Housing Development Organization (CHDO) dedicated to engaging representative community members in the operation of the organization and in the development of new affordable housing communities. Red Vines 1 is led by a Board of Directors made up of between 9-12 members, all with equal voting authority. Three to four members of Red Vines' Board must be community members with household incomes that do not exceed 80% of Area Median Income (\$48,550 for 1 person, \$55,450 for 2 people, and \$62,400 for 3 people); or residents of a low-income housing development or a low-income community or neighborhood; or elected representatives of low-income neighborhood organizations. An additional 6-9 members of the Red Vines 1 Board will be from Imagine Housing's Board. Imagine Housing, also a non-profit organization, is an affordable housing developer, owner and service provider and serves as the sole member of Red Vines 1.

Board Member's Purpose:

Each Board member of Red Vines shall act as a voting member of the Board with full authority and responsibility to develop policies, procedures and regulations for the operation of the organization; to act with fiduciary responsibility to care for the finances and legal requirements of the organization, avoid conflicts of interest, act in the interest of the organization rather than the member's personal interest, and make decisions to protect the assets of the organization; to monitor the organization's financial health, programs and overall performance; and to provide the Executive Director with the resources to meet the needs of those the organization serves and execute the organizational vision in a sustainable way. Board members are elected for three-year terms, not to exceed 9 successive years as more fully described in the Policy Regarding Director Term Limits.

Expectations of Board members are:

1. Passion about the mission of providing affordable housing and supportive services to people with lower incomes and those experiencing homelessness
2. Demonstrated leadership and vision for a growing organization
3. Involvement in strategic discussions and contribution of experience and insights to guide the future of the organization
4. Attend at least 3 of the 4 meetings each year (usually held the third Monday evening of the months of March, June, September, and December)

The Full Board's Responsibilities:

- Adopt key operating policies and procedures
- Hire and evaluate the Executive Director

- Select and support the organization's Board officers and periodically review their performance
- Approve new Board members
- Ensure that adequate funding is available for the organization
- Monitor finances, including the creation and monitoring of annual budgets and investment of funds
- Develop, update, implement and monitor a long-range strategic plan for the organization
- Review and approve resolutions regarding ownership and operational structures, contracts and other elements related to housing development projects and other Red Vines projects
- Support a positive and productive Board culture through leadership, active participation in meetings, question-asking, and participation in social time at some Board meetings/functions

Individual Board Member's Duties:

- Become knowledgeable about the organization and positively represent the organization to individuals, the public and other organizations
- Read quarterly Board reports and prepare for and attend quarterly Board meetings, annual Board retreats and other activities
- Attend special events, groundbreaking ceremonies, property openings, and resident functions
- Serve on at least one committee and perform committee work as required, including providing reports to the Board
- Contribute to meetings by expressing individual points of view, listening to and considering other points of view, making constructive suggestions and helping the Board make sound decisions that benefit the organization's mission
- Show initiative and take on leadership roles within the organization
- Collaborate with other Board members, staff and volunteers to advance the organization's mission
- Provide positive and constructive feedback to the Executive Director, including sharing any input received from members of the community
- On average, Board members contribute five hours each month to the organization