



Imagine Housing

Board Member Job Description

1. The Organization

Imagine Housing is a 501(c)(3) Washington non-profit corporation incorporated in 1989. Our mission is to improve the quality of life for people with limited income on King County's Eastside, empowering these families to succeed by providing housing and access to services while strengthening local communities and encouraging diversity. A Board of Directors with up to 25 members oversees Imagine Housing and is very active in the life of the organization.

2. Board Member's Purpose

To 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 nine successive years as more fully described in the Policy Regarding Director Term Limits.

3. Expectations of Board members are:

- Passion about the mission of providing affordable housing and supportive services to low-income and homeless people to help families and individuals succeed;
- Demonstrated leadership and vision for a growing organization;
- Commitment to contribute to the financial health of the organization through individual donations, corporate sponsorships, donation procurement, introducing new people, companies and potential donors to the organization, and/or supporting the success of our fundraising efforts; and
- Involvement in strategic discussions and contribution of experience and insights to guide the future of the organization.

4. 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 ensure effective performance of their duties;
- 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 Imagine Housing projects; and



- 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.

5. Individual Board Member's Duties:

- Become knowledgeable about the organization and our properties;
- Positively represent the organization to individuals, the public and other organizations;
- Read monthly Board reports and prepare for monthly Board meetings, annual Board retreats and other activities;
- Attend monthly Board meetings, missing no more than two meetings per year;
- Attend special events, groundbreaking ceremonies, property openings, and resident functions;
- Serve on at least one Imagine Housing committee and perform committee work as required, including providing reports to the Board;
- Contribute to meetings by expressing individual points of view, considering other points of view, making constructive suggestions and helping the Board make decisions that benefit the organization's mission;
- Show initiative and take on leadership roles within the organization;
- Participate in fundraising efforts by:
 - *Providing a personal financial contribution consistent with each individual Board member's financial capacity;*
 - *Actively contributing to and participating in Imagine Housing's main fundraising events, including its annual auction, Fall Breakfast and any major campaign;*
 - *Take a leadership role in Imagine Housing's annual auction by acting as a table captain, procuring donations, and assisting with attendee recruitment;*
 - *Suggesting corporate sponsorships, as connections and opportunities arise;*
 - *Cultivating donor contacts;*
 - *Sharing contacts at foundations and corporations and following up on grants submitted to said contacts, if needed;*
 - *Participating in at least one site visit per year with potential funders, if needed; and*
 - *Personalizing fundraising letters as provided.*
- Provide positive and constructive feedback to the Executive Director, including sharing any input received from members of the community;
- Openly contribute professional expertise to support and enhance the operations of the organization;
- Freely and generously volunteer your time and talents as needed; and
- On average, Board members contribute eight hours each month to the organization.

To apply, please fill out the Board Candidate Information Sheet below and return to info@imaginehousing.org.



Board Candidate Information Sheet

Mission Statement

Our mission is to develop affordable housing, build welcoming communities and foster vibrant futures. Our vision is an Eastside with interconnected and welcoming communities where all people can live, learn, work and play.

Name: _____ **Date of Birth:** _____

Home Phone: _____ **Cell:** _____ **Fax:** _____

Work Phone: _____ **Email:** _____

Street Address: _____

City, State Zip: _____

Emergency Contact: _____ **Phone:** _____

COMPOSITION OF SKILLS (Check all that apply)

Areas of Expertise

- Asset/Property Management
- Public Relations
- Financial Management
- Human Services
- Resident Relations
- Fundraising
- Housing Advocacy
- Personnel Administration
- Construction
- Legal
- Nonprofit Organizations
- Volunteer Relations
- Urban Development/Planning
- Housing Development
- Other _____

Sectors of Expertise

- Small Business
- Local Media
- Churches
- Corporate
- Political
- Education
- Nonprofit
- Neighborhood
- Public
- Other _____

Geographic Sectors

- East King County
- Outside East King County
- Greater Seattle
- Other _____

Past volunteer experience:

Current volunteer work:

Special skills you would like to develop:

What should we never ask you to do?

CURRENT OCCUPATION

Job title: _____ **Company:** _____

Professional Affiliations

Schools/Universities Attended

School: _____ **School:** _____

Questions

What draws you to Imagine Housing? Why do you want to join Imagine Housing's Board?

What would you like to gain from your volunteer experience with Imagine Housing?

Do you understand and agree to perform the duties in the Imagine Housing Board Member Job Description if you are selected to join Imagine Housing's Board of Directors? Yes No

References: Please provide three references for us to contact regarding your Board candidacy.

#1: Name _____ Email _____ Phone _____

#2: Name _____ Email _____ Phone _____

#3: Name _____ Email _____ Phone _____

We are excited that you are interested in volunteering with Imagine Housing.

Please make sure this form is returned to: info@imaginehousing.org