

Contra Costa Interfaith Housing Board Member Position Description

The Board of Directors of Contra Costa Interfaith Housing is responsible for working with the executive director to establish policies and long-range goals, hiring and evaluating the executive director, fund raising and providing fiduciary oversight for the agency. The By-Laws allows for up to 25 members, with each member congregation having the right to select a member to Board.

Individual responsibilities include:

- Attend an orientation session (or meeting with executive director) and the Annual Meeting to become familiar with the agency's By- Laws, budget, programs and services to the community.
- Review critically and understand the financial statements provided monthly.
- Attend Full Board and committee meetings at least 75% of the time and commit to understanding topics covered at missed meetings.
- Serve on at least one board committee, attend committee meetings, assist with committee reports to board, and help with committee projects. Committees include Fund Raising, Outreach, and Executive.
- Undertake special tasks (short term projects, committees, attend meetings with funders) enthusiastically.
- Develop and maintain an ongoing understanding of CCIH's needs, assess external environment and trends and participate in strategic planning for the future.
- Help identify potential board members and assist with the recruitment of nominees to serve in the future.
- Represent CCIH in the community when appropriate. This may include giving presentations at civic meetings, attending CCIH events, etc.
- Assist CCIH in gaining needed community support and access by exercising personal and professional contacts whenever appropriate or possible.
- Accept a leadership position on the board as experience and time allows.
- Make an annual personal financial contribution at a level meaningful for you and/or solicit donations on behalf of CCIH.
- Refrain from participating in the political campaigns of candidates for local, state, or federal office or publicly endorsing any of the above **as a representative of CCIH or by using CCIH as the endorsing entity.**