

## **Contra Costa Interfaith Housing Board Member Position Description**

The board of directors of Contra Costa Interfaith Housing is responsible for setting policies for the organization, working with the executive director to establish long-range goals, hiring and evaluating the executive director, fund raising and fiduciary responsibility for the agency. The By-Laws allow for up to 25 members.

Individual responsibilities include:

- Attend an orientation session (or meeting with executive director) 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.
- Serve on the board for a 3-year term with up to 1 additional term.
- Attend the board's monthly meetings (either full board or committee) at least 75% of the time and commit to understand 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 Finance.
- 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.

Contra Costa Interfaith Housing  
978 Second Street, Suite 240  
Lafayette, California 94549  
**Board Candidate Questionnaire**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Home Address \_\_\_\_\_  
City, State and Zip \_\_\_\_\_  
Email Address \_\_\_\_\_  
Current Employer \_\_\_\_\_  
Position \_\_\_\_\_ Work Phone \_\_\_\_\_

Previous Volunteer Experience

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Current Volunteer Activities

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Previous Board or Committee Experience

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Education

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Please describe any special skills, training or experience

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What do you think would be your unique contribution to a Board of Directors of a non-profit agency?

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Signature \_\_\_\_\_ Date \_\_\_\_\_