



## Member of the Board of Directors Job Description and Expectations

**Purpose:** To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of 3:11 Youth Housing to support the organization's mission and needs.

**Mission statement:** We develop safe, affordable housing for youth (ages 18-24) who are experiencing homelessness, partnering in their transition to self-sufficiency.

### \*Major responsibilities:

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of governing policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Evaluation of Executive Director(s)
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach

*\*Members of the board share these responsibilities while acting in the interest of 3:11 Youth Housing. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

**Length of term:** Two years, which may be renewed up to a maximum of four consecutive terms, pending approval of the board.

### Meetings and time commitment:

- The board of directors meets quarterly throughout the year at 6:00 p.m. Meetings typically last 3 hours.
- Board members will establish routine meeting times for each committee; finance, marketing and development, and other ad-hoc committees as needed. Most board members will serve on at least one committee. Committees will formally meet at least 4 times a year, with potential for additional meetings.
- Board members are asked to attend at least three special events or meetings per year, as they are determined.

### Expectations of board members:

- Attend and participate in meetings on a regular basis and special events as able.
- Actively participate in phone and email communication in between board meetings
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by 3:11 Youth Housing's mission, objectives, and programs.
- Help communicate and promote 3:11 Youth Housing's mission and programs to the community.
- Become familiar with 3:11 Youth Housing's finances, budget, and financial/resource needs.
- Understand the policies and procedures of 3:11 Youth Housing.
- Financially support 3:11 Youth Housing in a manner that commensurates with one's ability.