



Housing Works | Board of Commissioners

Housing Works Board Member Roles and Responsibilities

Fostering Dignity Through Housing

Purpose of the Role: Board members provide governance leadership, active oversight, and fiduciary stewardship to support Housing Works' mission, programs, financial strength, and long-range impact across the communities it serves.

POSITION OVERVIEW

Housing Works has as its ultimate goal the achievement of programmatic excellence and fiscal strength. Board members are legally responsible for the actions of the organization and govern the organization through active oversight and sound policy direction.

Each Board member must express and demonstrate a commitment to the mission of Housing Works and be fully committed to the vision and service of the organization. Board members must be willing to give their time, skills, experience, and thoughtful leadership in service to Housing Works. In addition, the Board member has a fiduciary responsibility to clients and families, community partners, donors and the broader community.

GOVERNANCE OVERSIGHT

The Board governs Housing Works through active oversight of the following areas:

- Mission development and long-range planning
- Financial management and stewardship
- Resource development and fundraising support
- Board education, development, and continuous improvement

PRIMARY RESPONSIBILITIES

1. Provide continuing input for the planning, operation, and evaluation of Housing Works programs and activities.
2. Attend all Board meetings and committee meetings (if applicable).
3. Remain informed about the organization's mission, services, policies, programs, and strategic priorities.
4. Review agendas, reports, financial information, and supporting materials prior to Board and committee meetings.
5. Serve as an informed ambassador for Housing Works by helping others understand the organization's mission, services, and community impact.
6. Suggest possible nominees for the Board who will make meaningful contributions to the work of the Board and Housing Works.
7. Keep up to date on developments in Housing Works' field of expertise.



8. Review, evaluate, and approve the organization's financial affairs, budgets, policies, and major organizational decisions as appropriate.
9. Follow conflict of interest, confidentiality, ethics, and related Board policies.
10. Participate in Board education, orientation, and training opportunities to strengthen governance knowledge and effectiveness.

TIME COMMITMENT

Board service requires regular attendance, preparation, and participation. Time commitments may include:

- Regular Board meetings
- Committee meetings or special meetings, as assigned or applicable
- Board orientation, training, retreats, and education sessions
- Review of Board packet materials and follow-up items between meetings