**Board of Directors Job Description - Volunteer**

NeighborWorks® Boise (NWB) is a 501(c)(3) affordable housing nonprofit organization that provides housing-related solutions for Boise MSA low- to moderate-income (LMI) families and individuals. Our mission is to lead in creating innovative housing solutions for underserved populations through strategic partnerships that contribute to building stronger communities. Our main objectives are to revitalize neighborhoods, stabilize communities, and empower Idaho residents with the tools and knowledge they need to experience successful homeownership.

We are currently seeking a board member (s) who feels passionate about housing for Idahoans and meets Community Housing Development Organization (CHDO) requirements:

- Status as a low-income individual
- Residence in a HUD-qualified census tract representing a low-income population
- Service as an elected representative of a low-income homeowners' association
- On the board of a nonprofit serving a low-income population.

**Role Summary:**

NWB is governed by a board of directors who meet monthly to provide oversight and support. The board also coordinates six committees to support NWB: Executive, Business Finance, Real Estate, Resource Development, Lending, and Neighborhood Housing Trust of Idaho. Special events sub-committees support the RUB™ and PTT™ events.

The NWB board holds two certifications, allowing the organization to access federal funds that help support our programs. Community Housing Development Organization (CHDO) requires that 1/3 of our board represent LMI households in our community. As a CHDO, we can apply for set-aside government funds through the Department of Housing and Urban Development (HUD) to support affordable housing, enabling us to stay grounded in our mission.

The second certification is Community Development Financial Institution (CDFI). As a CDFI, NWB applies to the U.S. Treasury Department for lending funds that we use to provide down payment assistance for LMI households throughout the state of Idaho.

**Responsibilities:**

- Determine NWB mission and purpose
- Enhance the public image of NWB
- Support and evaluate the CEO
- Monitor and strengthen programs and services
- Ensure adequate resources and provide financial oversight
- Ensure legal and ethical integrity
- Build a competent board
- Monitor the 5-year Strategic Business Plan
- Provide financial oversight and accountability
- Maintain effective governance of the organization to adhere to By-Laws, policies, procedures, and objectives
- Ensure legal and ethical integrity and accountability of the organization
- Recruit and orient new board members and assess board performance

**General Expectations of the Board**

- Board Members are expected to attend and actively participate in 6-8 two-hour board meetings each year
- Participate in events and fundraisers

- Join at least one committee
- In addition, Board Members monitor the strategic plan, business plan, and annual budget, and help make decisions that guide the organization's progress.
- You will also participate in regular evaluation of the board's performance.
- Stay informed about board and committee issues, prepare for meetings, and review and comment on minutes and reports
- Get to know other board members and build collegial working relationships that contribute to consensus
- Be an active participant in the board evaluation and planning efforts
- Complete Code of Conduct/Conflict of Interest form annually
    - Disclose all material facts and relationships, and refrain from voting when there is a conflict of interest
- Maintain confidentiality regarding organizations' business and clients served.

**Qualifications/Eligibility Criteria:**

- Directors must be at least 18 years old.
- Directors must be a resident of Idaho
- A director is expected to commit the time required to perform Board and Committee duties. The minimum time commitment is likely 4 to 6 hours per month.
- Director cannot be a spouse, child, sibling or parent or, or live in the same household with, an employee or is the spouse of a child, sibling or parent of an employee except by resolution of the Board.
- Must not be an excluded person. "Excluded Person," means: Any employee other than the current Chief Executive Officer; and any individual who has been within the preceding five (5) year period an employee of the Corporation.

To apply to be a member of the NeighborWorks® Boise board submit a letter of interest along with your resume to ihadder@nwboise.org. Please highlight past board experience, areas of interest pertaining to board work and any connection you have or may have had with other affordable housing groups in the community. Please note that this is an unpaid, volunteer position.