



Description of Board Service – Spring 2019 Recruitment

The Coalition on Homelessness seeks two to three new members to join our current ten-person Board of Directors. We welcome and encourage applicants from a wide range of experiences and backgrounds and strongly encourage people of color, people who identify as LGBTQ+, people with disabilities, and people who have experienced homelessness or housing instability to apply.

We seek applicants who fully support our mission and have the skills, time, and passion to help advance it. Prospective members should demonstrate strong commitment to social justice and understand advocacy; be willing to learn about, share, and promote the Coalition's work; and embrace the responsibilities of serving on the Board of a small and mighty non-profit organization. Board members work closely with the Executive Director, and are, as a group, responsible for the governance, sustainability, and viability of the Coalition. Board members are elected by the voting membership to serve three-year terms.

Primary roles and responsibilities

- Define, promote, and advance the Coalition's mission
- Develop strategic plan and support its implementation
- Provide financial oversight, including adoption of the annual budget
- Participate in fundraising and support organizational sustainability
- Hire and evaluate the Executive Director

Members of the Board share these responsibilities while acting in the interest of the Seattle/King County Coalition on Homelessness. Each member is expected to share information and make recommendations based on their experience and vantage point in the community. Board members affiliated with member organizations draw on that specialized perspective and knowledge, but are expected to act in the interests of the Coalition in carrying out their Board responsibilities.

Meetings and time commitment:

- The Board of Directors meets on the second Tuesday of each month from 5:00 -7:00 p.m.
- Each Board member is expected to attend and actively participate in Board meetings, and in at least one standing or *ad hoc* committee or work group.
- Board members are encouraged to attend special events hosted by the Coalition, or as representatives of the Coalition, at least twice a year.

Board members agree to:

- Become familiar with the Coalition's finances, budget, and financial and resource needs.
- Make a meaningful personal gift to the Coalition.
- Help meet fundraising goals by inviting others to support the organization financially, and by helping thank and acknowledge other donors, volunteers, and members.
- Alert the Executive Director about current issues and opportunities that may be appropriate for the Coalition to address or pursue.
- Act as ambassador to help communicate and promote the Coalition's mission and activities to the wider community.