



Board Member Position Description (updated Spring 2024)

The Coalition on Homelessness seeks new members to join our Board of Directors. We welcome applicants from a wide range of experiences and backgrounds, and strongly encourage applications from Black, Indigenous, and people of color, people who identify as LGBTQ+, people with disabilities, and people who have experienced homelessness or housing instability. We expect applicants to fully support our mission and have the skills, time, and passion to help advance it. Board members are, as a group, responsible for the governance, sustainability, and viability of the Coalition. Board members are elected by the voting member organizations of the Coalition to serve three-year terms.

Prospective Board members should:

- Demonstrate a strong commitment to racial equity and social justice;
- Understand and embrace the responsibilities of serving on the Board of a non-profit advocacy organization; and
- Be willing to learn about, share, and promote the Coalition's work.

Primary roles and responsibilities

- Governance, oversight and planning to advance the Coalition's mission, vision, and values
- Financial oversight, including adoption of the annual budget
- Fundraising and organizational sustainability
- Hiring and evaluation of 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 who are affiliated with member or partner organizations of the Coalition may draw on that insight, perspective, and expertise, but are expected to deliberate, vote, and act as Board members in the interests of the Coalition.

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We mobilize our community to challenge systemic causes of homelessness and advocate for housing justice.



Board meetings and time commitment:

- The Board of Directors meets on the third Tuesday of each month. Currently the Board meets twice a quarter via Zoom from 5:30-7.00 p.m., and once a quarter in person (in March, June September, December) for an extended meeting or annual retreat.
- Board members are expected to attend and participate actively in regular Board meetings, and serve on at least one standing or ad hoc committee or work group. Board attendance is covered in the Board's operating policies.
- The Executive Committee (made up of elected President, Vice President, Treasurer, Secretary) meets monthly with the Executive Director to review financials, prepare Board meeting agenda, and discuss Board business.

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 each year.
- Help meet overall fundraising goals by inviting others to support the organization financially and by thanking donors, volunteers, and other supporters.
- Serve as an ambassador to communicate and promote the Coalition's mission and activities to the community and bring community issues to the Coalition's attention.

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