



Board Member Job Description

About Us

The Community Roots Housing Foundation is a 501(c)(3) nonprofit supporting Community Roots Housing (a Public Development Authority or PDA). With a mission to confront inequity to create inclusive housing and foster thriving, just communities, Community Roots builds, owns, and operates affordable housing in the Seattle area. With nearly half a century of experience serving the community, today we predominantly serve households earning between 30% and 60% of the Area Median Income. The Community Roots Foundation helps to sustain Community Roots' work, expand programs, and launch new initiatives.

Everyone has the right to an affordable, quality home. We root our work in community-led development in order to create and maintain resident-centered communities. We believe strongly in deep, authentic community partnerships, because we know that we can create better places to live together.

Living our values means we honor the diversity our communities reflect and work to transform systems that prevent access to affordable housing. We commit to creating an organization that is welcoming and led by persons representative of the communities we serve.

Founded in 2009, the Community Roots Housing Foundation raises approximately \$1 million annually in support of the PDA's operations and programs. The Foundation is also the lead organization for the \$45 million [Rise Together](#) collaborative capital campaign, involving six partners in three neighborhoods. Additionally, we support organizational communications and advocacy efforts.

Foundation Board Overview

The [Board of Directors](#) is the legal authority that acts on behalf of the community and is responsible for the effective governance of the nonprofit, 501(c)(3) Community Roots Housing Foundation. Board terms are two years in length. Directors may be appointed or elected per the Foundation charter to successive terms.

Responsibilities of the Board

- Ensure the Foundation conducts its activities in a manner consistent with its bylaws.
- Contribute to and participate in the development of Foundation organizational goals and work plan.
- Participate in the development, review, and approval of Foundation's budget. Monitor the financial performance of the organization during the year.

- Board members are expected to be informed on organizational matters and to provide input in relevant policy, finance, program, personnel, and advocacy decisions.
- Make recommendations to the Board where necessary for updates or to improve organizational governance or performance.
- Support and provide advice to the Foundation Executive Director in the stewardship and guidance of the Foundation.
- Abide by the Foundation's conflict of interest and confidentiality policies.

Individual Duties

- Contribute knowledge and skills key to the Foundation's success such as fundraising, community relations, event planning, board governance, and advocacy.
- Be a representative for the Foundation, assisting in developing and maintaining positive relationships on the organization's behalf. Recruit new board members.
- Regularly attend and actively participate in board and committee meetings; exercise leadership within the organization.
- Serve on at least one committee. Current committees include: Executive Committee, Individual Giving Committee, and Events & Sponsorship Committee. Optionally, Foundation board members may serve as non-voting members of a PDA board committee.
- Make an annual contribution to the Foundation that is personally significant, complying with our Board policy of 100% participation.
- In partnership with staff, identify and obtain the financial and other resources to support the organization's mission. Solicit contributions and support on behalf of the Foundation.
- Comment and vote on policy and other recommendations received from the rest of the Board, committees, or senior staff.

Time Commitment:

We ask that each Board Member plans to spend approximately 3-8 hours a month on board activities, including but not limited to, attending Board and Committee meetings, fundraising, attending and recruiting attendees for Foundation events, and working on projects related to the work of the Board and Committees.

- Board meetings are held quarterly. On a pilot basis, beginning in July 2024, we are aligning our board meetings with the Community Roots Housing Public Development Authority board so the two boards can spend more time together and function as a team. Foundation board meetings will be held on the second Monday of January, April, July and October from 5:00 –

7:30 pm. We ask that board members attend these meetings in person whenever possible, but we do offer a virtual attendance option.

- Committee meetings are largely held virtually except by occasional agreement to meet in person.
 - Individual Giving Committee meets quarterly as a whole committee on the third Thursday of February, May, August, and November from 5:30 – 6:30 pm. Individual 30-minute member meetings with staff are scheduled monthly at mutually convenient times.
 - Events & Sponsorship Committee meets on first Thursday of each month at 4:00 pm.
 - We strongly encourage (but do not require) Foundation board members to serve on PDA board committees as nonvoting members. This can allow us to leverage relevant expertise across both boards, as well as create better shared understanding and deeper connection between the two boards. PDA board committees typically meet monthly.
- In addition, we require Board Members to participate in an annual all-day board retreat.