**East Bay Housing Organizations Board Expectations and Commitments**

While board participation may vary for members at different times and based on different roles, the basic expectations for all EBHO board members are below. The EBHO board sets a high standard for governance, leadership, enthusiasm about EBHO and its mission, supporting and guiding the Executive Director and staff, and representing and growing the membership. These commitments will help make sure we continue to meet these goals together.

**The Basics (from EBHO bylaws) – Board Terms and Meetings**

EBHO’s board may have between 7 and 15 members (it usually has between 11-13). Members and officers are elected at our Annual Membership Meeting & Celebration in November, by vote of the general membership in attendance. The term for board members is two years, and board members may serve up to three consecutive two-year terms. (After a one year lapse, a previous board member may again be elected to the board). *Note: Most board members choose to serve three terms, and are re-elected at the Annual Membership Meeting.*

Regular Meetings take place 7 times a year, on the first Wednesday of most months from 5:30-7:30 PM at EBHO. Dinner is provided. There are no regular meetings in the months of January and July. In May and November, in lieu of a board meeting, Board members are expected to be in attendance at the Affordable Housing Week Kick-Off (usually the 2nd Friday of May) and the Annual Membership Meeting and Celebration (usually the first or second Wednesday of November). Board members are strongly encouraged to attend all meetings, but should not have more than one absence per quarter. The Executive Director will provide a board packet and agenda via email in advance, usually by the Friday prior to the Wednesday meeting. The Executive Director and Program Director attend all meetings, but the board may meet without them in closed session if necessary. Other staff attend to make presentations on particular topics as needed.

In March, instead of a regular Wednesday night board meeting, we have an annual board/staff retreat (usually on a weekend during the day). This retreat allows the board to connect with staff, engage in team-building, and also discuss longer-term issues of organizational development or mission that are hard to fit into regular meetings.

Occasionally the board will schedule special meetings or calls to address issues of particular importance or urgency that cannot be handled in the regular meetings – this occurs once or twice a year at most.

The Executive Director may seek input or a vote from the board via email in-between meetings. Board members are expected to have ready access to email and to answer communications from the Executive Director in a timely fashion. Other staff may occasionally reach out for board duties such as phone banking or sending in names for the Membership Drive, and board members are also encouraged to respond as quickly as possible. The staff will strive to give the board as much notice as possible.

**Event Volunteering**

Board members are expected to be present as volunteers for EBHO’s two biggest annual events: The May Affordable Housing Week Kick-Off and the Annual Membership Meeting and Celebration. For the Kick-Off and the Membership Meeting, board members sign up in advance for shifts that might include set-up, clean-up, picking up supplies or greeting guests (These shifts allow plenty of time to network and enjoy the event, and of course for 2021 we do not know if our events will be online or in-person). Our small staff greatly appreciates your help with these all-hands-on-deck and fun events!

For Affordable Housing Week, board members are generally asked to sign up to attend at least two events during the week (there are usually around 20 events) and to be a “point person” for one or two events. This means saying a few words about EBHO on the event program, being an ambassador at the event, and connecting with the EBHO staff person is assigned to cover that event.

Board members are also strongly encouraged to attend the Interfaith Breakfast in September or October.

**Board Fundraising and Membership Expectations**

We ask all board members to contribute financially to EBHO as they are able and aim for 100% participation with individual board donations, in addition to membership dues. We have no set threshold or “give or get” requirement for financial contributions. Contributions can include personal donations, individual membership dues, buying tickets to events, and encouraging your organization to pay dues and sponsor EBHO events.

The board’s main fundraising activity is to help with making calls for membership dues and event sponsorships and attendance. All EBHO board members commit to do about 8 hours of phone banking a year, during the Annual Membership Drive (to recruit new and renewed members) and in the lead-up to Affordable Housing Week (to secure sponsorships, Guidebook ads, and attendance at the Kick-Off Celebration).

**Board Committee Expectations**

All board members are expected to serve on one governance committee and, depending on other board responsibilities, may also serve on a program committee. Responsibilities and time commitments of committees vary, and board members are encouraged to volunteer with the committees that fit best with their interest, skills and other commitments.

*Governance Committees –* Members choose committee assignments at the beginning of each year.

* **Executive Committee:** Composed of the President, Vice President, Secretary and Treasurer. Convened by the President and meets as needed on organizational issues such as hiring and evaluating the Executive Director. Executive Director occasionally provides major organizational updates and/or seeks input from the committee via email.
* **Finance Committee:** Convened by the Treasurer, with 2-3 other members. Meets most months by conference call at a time convenient to the committee. With Executive Director, monitors and advises on monthly financial tracking, organizational budget, fundraising, financial procedures, taxes and the annual audit. The Finance Committee provides reports to the full board on a quarterly basis, and also presents the annual audit, tax return and budget for full board approval. The Finance Committee also serves as the Audit Committee and is joined by an additional third party member to review the audited financials in late summer. Staffed by the Executive Director.
* **Human Resources/Personnel Committee:** Meets as needed, which is very infrequent. Advises on personnel issues including HR policies and personnel challenges. While the Executive Director has authority over hiring, firing, compensation, and other staffing decisions, she may consult with the HR committee on these decisions. Staffed by Exec. Director.
* **Fundraising Committee:** Not currently active, but may meet once or twice a year, ideally sometimes in combination with the Finance Committee. Brainstorms methods for raising funds, helps with connections to institutional funders, and liaises with the rest of the board and other members about giving.
* **Board Development Committee:** Meets several times a year to undertake two major responsibilities- planning the annual board retreat (February/March) and recruiting new board members (Sept/October).Convened by the President and staffed by the Executive Director.

***Member Committees***

Board committee liaisons ideally attend committee meetings, may be involved in campaigns, serve as a liaison to the board on that area of work, and are a resource to the Executive Director and staff on strategy.

**Affordable Housing Week/Affordable Housing Guidebook-** no scheduled meetings; may occasionally be consulted via email and takes the lead in volunteering and drumming up board support for Affordable Housing Week.Lead is Grover Wehman-Brown.

**Berkeley Committee –** Meets every other month on the second Friday to discuss citywide policy and planning in Berkeley. Convened by Program Director Sophia DeWitt.

**Concord Committee/Campaigns –** Meetings or calls monthly on the fourth Tuesday to discuss the Concord Naval Weapons Station campaign and other Concord work. Convened by Gloria Bruce.

**Faith & Justice Committee –** Meets approximately quarterly. Advises Interfaith Coordinator on programs such as Housing Sabbath and Interfaith Breakfast. Convened by Faith & Justice Organizer.

**Oakland Committee –** Meets monthly on the 4th Wednesday; addresses a wide range of Oakland issues including citywide policy, legislation and projects. Convened by Executive Director Gloria Bruce.

**Regional Policy Committee –** Meetings monthly on 3rdThursday.Discusses regional policy such as BART, Plan Bay Area, and regional research and legislative issues. Convened by Policy Director Jeff Levin.

**Resident and Community Organizing Program –** Committee meets monthly. Main planning and strategy space for EBHO’s resident leaders. Convened by Lead Organizer Dolores Tejada.

Board members are also encouraged to get involved in and be liaisons for other EBHO campaigns as available.