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## BOARD MEMBER – JOB DESCRIPTION

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TDP Board members have fiduciary responsibility for the organization and serve as passionate representatives for its mission and vision with the public. Members work together to ensure financial oversight, asset protection, and legal and ethical integrity of operations. They are charged with hiring, evaluating, and supporting the Chief Executive Officer.

The Delores Project is dedicated to a policy of non-discrimination and equal opportunity for all qualified applicants. People with disabilities, people of color, Hispanic/Latino, indigenous people, and LGBTQ candidates are encouraged to apply.

### RESPONSIBILITIES

- Become oriented, informed, and educated about all programs and issues within The Delores Project
- Attend monthly board meetings and annual all-day board retreat
- Serve on a board committee, which may entail additional meetings above the ones listed above
- Assist in fundraising activities by making a yearly financial commitment to The Delores Project according to your means, by making the organization known to your contacts, and by opening doors when possible. [*We ask that The Delores Project is one of your top three recipients of charitable giving*]
- In collaboration with staff, regularly review The Delores Project mission and vision
- Ensure Delores Project programs and services are fulfilling the mission statement
- Perform supervisory oversight of the CEO
- Act in accordance with a Board member's duties as defined by Colorado law
- Be a goodwill ambassador for The Delores Project in the community
- Serve as a mentor to new Board members as requested
- Be a team-player, actively participate in decision-making, and be willing to assume leadership positions
- Work in collaboration with TDP leadership team members through committee work and projects
- Board members currently serve three-year terms

### QUALIFICATIONS

- Passion for the mission of The Delores Project
- Interest in the issues and challenges facing individuals who experience barriers to housing
- Willingness to share talent, time, resources and expertise as appropriate and needed
- A willingness to engage in continuous learning about anti-oppression and social justice issues
- Work or lived experience with communities of color, indigenous peoples, LGBTQ and people experiencing homelessness is particularly valued

### COMMITTEE CHAIR JOB DESCRIPTION

- Is a member of the Board
- Sets tone for the committee work
- Ensures that members have the information needed to do their jobs
- Oversees the logistics of committee's operations
- Reports to the full Board on committee's decisions/recommendations
- Works closely with the CEO, Board President and other staff as needed and as appropriate
- Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes
- Initiates and leads the committee's annual evaluation



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- These positions are generally for a one-year term and take effect annually with the approval of the full board

### **BOARD SECRETARY JOB DESCRIPTION**

- Is a member of the Board and Executive Committee
- Maintains records of the board and ensures effective management of organization's records
- Manages minutes of board and executive committee meetings
- Ensures minutes are distributed to the Board and that any corrections are made and disseminated
- Is sufficiently familiar with legal documents (board policies, articles, by-laws, etc.) to note applicability during meetings

### **BOARD TREASURER JOB DESCRIPTION**

- Is a member of the Board and Executive Committee
- Oversees high level finances of the organization and works closely with the appropriate staff member
- Reviews preparation of monthly financial reports and informs the board of any concerns
- Reviews annual budget development works closely with staff and board for annual budget approval
- Ensures annual audit is conducted and help present audit findings to full board. Helps coordinate audit selection process
- Ensures development and board review of financial policies and procedures
- Serves as Chair of the Finance Committee

### **PRESIDENT-ELECT JOB DESCRIPTION**

- This position is the successor to the President position
- Is a member of the Board and Executive Committee
- Performs President responsibilities when the President cannot be available
- Works in concert with the President and CEO in order to be prepared for succession
- Performs other responsibilities as assigned by the Board
- Manages Board nomination process
- Work with the appropriate staff member to ensure effective on-boarding of new board members

### **BOARD PRESIDENT JOB DESCRIPTION**

- Is a member of the Board and Executive Committee
- Is a partner with the CEO in advancing the organization's mission
- Provides leadership to the Board of Directors, who sets policy and to whom the CEO is accountable
- Chairs meetings of the Board after developing the agenda with the CEO
- Guides Board's role in strategic planning
- Serves *ex officio* as a member of committees and attends their meetings when invited or as needed
- Discusses issues confronting the organization with the CEO
- Helps guide and mediate Board actions with respect to organizational priorities and governance concerns
- Reviews with the CEO any issues of concern to the Board
- Formally evaluates the performance of the CEO on an annual basis
- Performs other responsibilities assigned by the Board



The **Delores** Project  
TRANSFORMING LIVES THROUGH  
CREATIVE HOUSING SOLUTIONS

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