

## **NeighborWorks Montana Board of Directors Member Position Description**

### **Position Responsibilities:**

An individual board member is instrumental in helping NeighborWorks attain its overall mission: NeighborWorks Montana creates opportunities for people to live in affordable homes, improve their lives and strengthen their communities.

### **Key areas of responsibility:**

- Strategic and long-range planning and direction
- Policy development
- Fiscal management and accountability
- Ensuring legal and contractual obligations are met
- Ensure that programs are provided and delivered consistent with the mission

### **Key service obligations:**

- Commitment to serve a 3-year term
- Regular attendance at quarterly board meetings (1<sup>st</sup> Thursday of Mar, June, Sept and Dec; 10 AM -2 PM) conference call-in usually available; request in person attendance at minimum of 2 meetings per year
- Active participation on at least one committee
- Contribution to annual fundraising campaign
- Share social security number for HUD compliance
- Recruitment of other board members, committee members, volunteers and donors
- Attendance at events, hosting or co-hosting local events

### **Personal characteristics to consider:**

- Ability to analyze, think clearly and creatively, work well with diverse individuals and groups
- Willingness to prepare for and attend board and committee meetings, ask questions, take responsibility, and follow through on a given assignment, contribute persona and financial resources according to personal circumstances, open doors in the community and evaluate oneself.
- Willingness to develop certain skills where needed to cultivate and solicit funds, cultivate and recruit board members and volunteers, understand financial statements, and learn more about program areas
- Possess honesty, sensitivity to and tolerance of differing views; friendly, responsive, and patient approach; personal integrity; sense of values; concern for NeighborWorks development; sense of humor

**Particular candidate qualities:**

- Character
- Community service experience
- Motivation for participation
- Commitment to investment of time
- Ability to separate personal interests and motivations in decision-making
- Willingness to engage in discussion and dialogue as a decision maker

**Opportunities:**

- Participate in the organizational growth
- Impact the direction of NeighborWorks Montana and its role in the state

**Commitment Summary:**

- Board meeting: 4 hours per month at meeting; 1 – 2 hour preparation
- Committee meeting: 1 hour per month at meeting; ½ - 1 hour preparation (depending on committee)
- Board planning meeting: 3 – 5 hours annually
- Special events: TBD according to location; co-hosting or hosting local event
- Financial: personal annual donation at level according to your means

Approved by the NeighborWorks Board of Directors on June 5, 2014.