



# MONTANA NATIVE HOMEOWNERSHIP COALITION



## Steering Committee Roles and Responsibilities

As the Montana Native Homeownership Coalition works to lay a strong foundation for its work to increase homeownership for Native Americans in Montana, it is focused on developing an engaged, representative Steering Committee to oversee and guide the work of the Coalition. Twelve members will serve on this Committee, representing the different tribes in Montana, as well as key stakeholders. Steering Committee members have the honor of championing the cause of Native homeownership, and their responsibilities will include the following:

- **Monthly meetings:** Attend meetings at least once each month to plan and guide the work of the Coalition.
- **Decision-making:** Make key decisions on behalf of the Coalition (in coordination with NeighborWorks Montana, fiscal sponsor), including programming, calendar, and selection of vendors.
- **Coalition budget:** Approve Coalition budget and track financial activity on a quarterly basis.
- **Fundraising activities:** Approve fundraising plan and track fundraising activities on a monthly basis.
- **Communications:** Manage development of communications infrastructure for Coalition, to include hiring a firm to develop and implement communications plan (including website).
- **Hiring:** Coordinate with NeighborWorks Montana to advertise, interview, and hire Coalition staff.
- **Programming:** Provide input on Coalition's programmatic priorities, to ensure that Coalition is meeting member needs in strategically developing programming (to include training delivery, development of tools and resources, policy advocacy efforts, member funding support, and key events)
- **Subcommittees:** Work through designated subcommittees to carry out work in specific Steering Committee focus areas (fundraising, communications, needs assessment, hiring, tribal leadership).
- **Annual workplan and task force activities:** Ensure the implementation of the Coalition's strategic plan through its annual work plan and track progress in carrying out the workplan and corresponding work of Coalition task forces (education and lending).
- **Policy advocacy:**