



2017 BOARD MEMBER EXPECTATIONS

As a Board Member of SV@Home, I am committed to the success of the vision, mission, and goals of the organization. My responsibilities include each of the following ways I can further enhance SV@Home's effectiveness:

- I. Board Participation:** The Board of SV@Home meets six times per year. A list of the meeting dates and times will be given in advance of each calendar year. Board members are expected to attend and fully engage during all regularly scheduled meetings. Each Board Member will miss no more than 50% of the meetings over a two-year period. If a Board Member is traveling, he/she can participate via speaker phone.
- II. Length of Term:** Beginning in January 2017, Board members shall serve for two-year terms, with a maximum service of four consecutive terms.
- III. Time Commitment Required:** The Board of Directors meets every other month for 2-2.5 hours, and members are expected to be prepared. Board members are expected to attend organization events, an annual strategy retreat, and to participate actively in at least one committee.
- IV. Annual Meeting with the Executive Director:** Each Board Member will make his or herself available to meet, in person or by phone, with the Executive Director annually. These meetings will provide an opportunity for each Board Member to touch base with the Executive Director about SV@Home activities and provide feedback and guidance to the Executive Director outside of regularly scheduled Board Meetings.
- V. Fiduciary Responsibility:** A key element of any Board is to ensure the fiscal health of the organization. Each Board Member will monitor SV@Home's budget and annual audit to ensure the fiscal integrity of the organization.
- VI. Driving the Vision and Mission:** A key contribution of the Board of Directors is to help produce the overall vision and mission of the organization, providing input on strategy and remaining informed on, and engaged in, affordable housing issues in Santa Clara County. Directors are expected to be strong advocates for the organization within the community, helping the organization to identify contacts and resources to move it forward.
- VII. Personal Fundraising Expectation:** Each Board Member is expected to contribute personally to the organization on an annual basis on a level that is meaningful to him/her. The goal is not a specific dollar amount from each member, but rather to obtain 100% participation in our fundraising.
- VIII. Organizational Fundraising Expectation:** Board Members who are part of an organization or corporation will be asked to strategize with the Executive Director on how to ask for support from his/her organization. Alternatively or additionally, Board Members may help recruit other members and sponsors.

As a Board Member of SV@Home I am committed to each of these items to help drive the success of the organization:

Name (Signature) _____

Date _____