

BOARD OF DIRECTORS POSITION DESCRIPTION

Updated: February 2021

Our Mission:

Building Changes advances equitable responses to homelessness in Washington State, with a focus on children, youth, and families and the systems that serve them.

Our Vision:

Communities thrive when people have safe and stable housing and can equitably access and use services.

Our Values:

Equity | People | Partnership | Integrity

Our Narrative:

Housing, education, and health are interconnected systems that have a significant impact on the lives of children, youth, and families experiencing homelessness. Due to historic and structural racism, Black, Indigenous, and people of color (BIPOC) are disproportionately impacted by homelessness and housing crises, educational injustice, and health inequities. At the same time, BIPOC lack equitable access to these systems, and those who are engaged in a system (or systems) have disparate experiences and outcomes compared with white people.

Deepening our commitment to race equity and building off of the knowledge and momentum we have gained in the housing, education, and health systems, we will concentrate our efforts on promoting and supporting racially equitable and culturally responsive policies and practices across and between these systems. We will continue to focus on children, youth, and families in Washington State. We do this work in collaboration with community partners, and commit to aligning our approach to innovate, evaluate, communicate, and advocate with the needs and expertise of people most impacted.

Scope of Position:

Building Changes is currently recruiting dynamic, experienced individuals from diverse backgrounds for election to a 3-year term (suggested maximum of three terms). Directors act as trustees on behalf of Building Changes and have overall responsibility for ensuring the organization's mission is fulfilled and legal and financial obligations are met.

Directors provide leadership and direction to confirm Building Changes' mission, offer input on and approve the business plan, and oversee and evaluate the plan's success. Directors select the Executive Director and provide ongoing guidance and support to that individual, including reviewing their performance. Directors ensure financial solvency and success through oversight of finances and budget, making personal gifts of support and securing support from others, and assuring appropriate risk management.

Directors serve as ambassadors for Building Changes and enhance its public image. They initiate and nurture relationships in support of organizational priorities and fundraising objectives.

Major Responsibilities – All Members:

- Participate on a minimum of one Board sub-committee.
- High-Level Leadership: oversee implementation of the current Business plan and development of future plans; monitor agency results on a bi-annual basis; and seek opportunities in support of the goals and strategies implemented by staff.
- Fiscal oversight: approve annual operating budget; review financial statements; oversee annual financial audit.
- Financial health: make an annual contribution at a personally meaningful level; and boost income by building and bridging relationships with donors, grantors, or investors.
- Approve significant new grants (awarded or received), programs, campaigns, fundraising strategies and organizational investments.
- Review all board materials; participate in discussions; and vote on board resolutions.
- Oversight of risk management in areas of governance, financial management, operations, and reputation.
- Provide advice and professional/specialist support to Executive Director and senior staff leaders.
- Review the Executive Director's performance.
- Identify, recruit, and mentor new board members on an ongoing basis, ensuring Building Changes' commitment to a diverse board and staff that reflects the communities we serve.
- Be alert to community needs that can be addressed by Building Changes.
- Maintain confidentiality about all internal matters of the organization.

Meetings and Time Commitment:

Board Members are expected to make meeting attendance a priority for both full Board and committee meetings. Building Changes' bylaws mandate a quorum for any vote of the full Board – therefore meeting attendance is essential for proper governance.

The Board meets for 2.5 hours, four times per year and typically holds a day-long retreat, once a year during business hours. Committees typically meet on a quarterly basis in coordination with full Board meetings. Executive Committee members hold an additional 1.5-hour monthly meeting with the Executive Director.

On average, members are expected to dedicate 3-6 hours per month to the Board and committee meetings, meeting preparation, and informal consultation via telephone and email.

- Attendance is required at a minimum of three Board meetings annually.
- Members must attend at least a majority of sub-committee meetings annually.
- Members must commit to in-person attendance whenever possible. Teleconference participation is available when special circumstances arise.
- Members are expected to communicate with the Executive Assistant when unable to attend.

In-person meetings take place in Seattle and members who commute more than 30 miles are able to request travel reimbursement.

Fundraising and Events:

Board Members will consider Building Changes a philanthropic priority.

- Members are responsible for making an annual, personally significant gift that contributes to the overall Board fundraising goal. It is important for at least this pledge to be received by the end of the first quarter of each year. This ensures that Building Changes can credibly solicit contributions from foundations, organizations, and individuals, by reporting 100 percent Board participation as donors.
- Members may be asked to engage with existing donors to strengthen these relationships and grow contributions.
- Members are responsible for sharing the organizational mission and work in support of bringing personal and professional connections that can benefit the organization's fundraising.
- Members are expected to attend at least one of Building Changes' fundraising events annually and contribute significantly to confirmed guest lists.

Additional Responsibilities May Include:

- Serve as chair of a Committee.
- Serve as member of Executive Committee (current Board President, Committee Chairs, Secretary, and immediate past president).
- Serve as Chair or member of a special task force, project, or event.

Desired Knowledge, Experience, and Competencies:

Building Changes is committed to diversity and inclusiveness. In order to accomplish our mission, we must broadly represent our state. More specifically, we invest in the notion that real systems change cannot occur without examining and addressing disparity within our own organizational infrastructure. Diverse leadership not only offers valuable insights and informs the direction of our work, it also embodies the systems change we want to see. In an effort to continue moving the needle on disparity and disproportionality, directors with diverse backgrounds and skills are sought.

Candidates from the Board require a strong belief in the mission and values of Building Changes. We are seeking people with the following skills and experience:

- Readiness to support fundraising through ideas, contacts, and experience
- Prior experience on a not-for-profit board or other related governance experience
- Experience in financial oversight
- Experience in strategic planning
- Experience in policy development
- Experience in program development, management or service provision at a community-based non-profit or government agency

Additional Qualifications:

- Lived experience of homelessness
- Expertise in specialized areas that benefit Building Changes (e.g., homelessness, education, advocacy, finance, philanthropy, health care, employment/jobs, child welfare, domestic violence, behavioral health, etc.)
- Contacts with key decision-makers and local, state, or federal civic leaders
- Strong communication and networking skills and success in working within a diverse team
- Effective electronic communication and readiness to read and digest detailed board materials
- A passion for ending homelessness and a very high standard of personal ethics

Contact

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