

**CHAFFEE HOUSING AUTHORITY**  
**BOARD OF DIRECTOR JOB DESCRIPTION AND EXPECTATIONS**  
**(Adopted March, 2025)**

**General Statement of Duties:**

The Board of Directors' responsibilities include active involvement as an advocate for the Chaffee Housing Authority (CHA) and affordable housing opportunities in general, participation in Board Development training opportunities, and providing governing direction and oversight of the activities conducted by CHA.

Board members meet every month to provide governing direction and oversight to the Executive Director of the CHA; review progress on the CHA Strategic Plan; review, analyze, and approve financial records; review, evaluate, and make recommendations on housing policies, programs, and development opportunities; advocate for funding to support affordable housing developments in Chaffee County; advocate for affordable housing opportunities and programs in general; provide direction and oversight to CHA ED; foster collaboration between committees and ensure decisions involving specific committee purviews include their input and align with organizational policies, and assist with additional opportunities as they may arise.

**Essential Functions:**

The following are essential functions of the Board of Directors, but not intended to be an exhaustive list of responsibilities or qualifications. As volunteers, the Board of Directors will need the ability to discern and perform other duties as requested and as program design and changes dictate.

**Performs duties as follows:**

- Understand and adhere to the contents of the [Intergovernmental Agreement](#) that created the CHA and the Bylaws governing its operation;
- Understand and adhere to the contents of the [Intergovernmental Funding Agreement](#) that established funding for the CHA;
- Understand, adhere to, and ensure all board actions and decisions align with the CHA [Justice Equity Diversity and Inclusion Policy](#); and the CHA [Civility Standard](#)
- Adhere to [Press Release Policy](#)
- Participate in the CHA [Compliance, Accountability and Resolution](#) process when needed, ensuring compliance with organizational policies and standards.
- Oversee the financial affairs of the Organization; Understand that the Board is the fiscally responsible agency of the organization.
- Approve and monitor the operating budget of the CHA;
- Review, contribute to, and adopt a yearly Annual Report;
- Hire and oversee the performance of the CHA Executive Director, including an annual written and/or oral performance review;

- Review, contribute to, and adopt/update a [Strategic Plan](#) annually, including Values, Mission, and Vision;
- Maintain confidentiality and apply discretion to when, how, and to whom personal information is shared regarding clients and/or projects in accordance with the [CHA Conflicts of Interest Memorandum](#);
- Dependably perform other duties as approved by the Board of Directors
- Work on one or more individual standing committees, as selected.

**Required Knowledge, Skill, and Ability:**

Individuals interested in serving on the CHA must meet the following minimum qualifications:

1. Must be at least 18 years of age;
2. Must be a full-time resident of Chaffee County;
3. Must have effective communication skills, both in person and in writing.

**CHA Board Member Expectations:**

I understand that as a member of the Board of Directors of CHA, I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward. As part of my responsibilities as a board member:

1. I will interpret the organization's work and values to the community, represent the organization, and act as a spokesperson. Specifically, if I am an elected official appointed to represent the jurisdiction to which I am elected, I will act as a conduit of information from the CHA Board to my elected governing body.
2. In turn, I will interpret our constituencies' needs and values to the organization, speak out for their interests, and on their behalf, hold the organization accountable.
3. I will connect with the external community to promote the organization's mission, values and programs (for example, through recruiting new board members, volunteers and donors, and expanding the organization's network of supporters).

**I will adhere to the following responsibilities and minimum standards:**

- Represent CHA in a favorable manner, including in the public arena, and if speaking on behalf of the CHA at any public meeting,
- Coordinate efforts with the CHA ED to assure a consistent and aligned message.
- Commit to spending a minimum of 10 hours per month to the organization outside of regular board meetings.
- Serve on at least one CHA standing committee (and serve on Ad Hoc committees as requested by the CHA Executive Director or the Board Chair).
- Shall not miss more than 3 BOD meetings in a 12-month period and if 3 meetings are missed, then the Board will proceed with steps in the Conduct Review Process outlined in the [Compliance, Accountability and Resolution Framework](#).
- Shall come to all BOD meetings fully prepared to discuss and vote on action items and discussion items.

- Maintain phone and email communication with CHA Executive Director and CHA Board Chair; Commit to using proper channels for communication including work phones and work emails, and respect staff personal time when communicating.
- Notify the CHA ED and Board Chair via email unable to attend any CHA meetings.
- Treat all board members, staff, and stakeholders with fairness, respect, and dignity, demonstrating commitment to JEDI principles through words and actions.
- Maintain a respectful and collaborative environment during interactions, adhering to the CHA civility standards by avoiding microaggressions, personal attacks, retaliatory, or discriminatory behavior.
- Address disputes or conflicts constructively and professionally, seeking resolution in line with [civility standards](#).
- Recognize attendance and engagement as critical components of accountability, with repeated absences or non-engagement subject to review.
- I will try to actively participate in one or more fundraising activities.
- I will recuse myself from discussions and votes where I have a conflict of interest.
- I will stay informed about what's going on in the organization. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies, and other matters. I will not stay silent if I have questions or concerns.
- While I am a member of this board, I will make every effort to vote in every public election.
- I will work in good faith with staff and other board members as partners toward achievement of our goals.
- If I don't fulfill these commitments and responsibilities to the organization, I understand the Board Chair will call me to discuss next steps per the established [Compliance, Accountability and Resolution](#) process.

**The organization is responsible to the Board members for:**

In turn, the organization will be responsible to me in the following ways:

- Provide board members with quarterly financial reports and organizational updates without request, ensuring compliance with the "prudent person" standard.
- Offer opportunities to discuss programs, goals, activities, and status with the Executive Director and Board Chair, while also allowing board members to request such discussions.
- Support board members by keeping them informed about industry issues and providing professional development opportunities.
- Respond transparently to questions necessary for fulfilling fiscal, legal, and ethical responsibilities, working in good faith toward shared goals.
- If commitments are not met, board members may engage the Board Chair and Executive Director to address concerns.