

East Bay Housing Organizations Board Expectations and Commitments

(Updated August 2026)

While board participation may vary for members at different times and based on different roles, the basic expectations for all EBHO board members are below. The EBHO board sets a high standard for governance, leadership, enthusiasm about EBHO and its mission, supporting and guiding the Executive Director and staff, and representing and growing the membership. These commitments will help make sure we meet these goals together.

The Basics (from EBHO bylaws) – Board Terms and Meetings

EBHO's board may have between 7 and 15 members (in 2025, it has 12 seated members). Board Members are elected at our Annual Membership Meeting & Celebration in November, by vote of the general membership. The term for board members is two years, and board members may serve up to three consecutive two-year terms. (After a one year lapse, a previous board member may again be elected to the board). *Note: Most board members serve three (3) terms for a total of six (6) years, and are re-elected at the Annual Membership Meeting and Celebration.*

Regular Meetings take place seven (7) times a year, generally on the first Wednesday of the month from 5:30-7:30 PM. Currently, meetings are virtual. There are no regular meetings in the months of January and July. In May and November, in lieu of a board meeting, Board members are expected to be in attendance at the Affordable Housing Month Kickoff and the Annual Membership Meeting and Celebration. Board members are strongly encouraged to attend all board meetings, but should not have more than one absence per quarter. The Executive Director will provide a board packet and agenda via email in advance, usually by the Friday prior to the Wednesday meeting. The Executive Director and Chief Program Officer attend board meetings, but the board may meet without staff in closed session if necessary. Other staff attend to make presentations on particular topics as needed.

We have an annual board/staff retreat that is 4-6 hours long and may take place on a weekend. This retreat allows the board to connect with staff, engage in team-building, and also discuss longer-term issues of organizational development or mission that are hard to fit into regular meetings.

The Executive Director may seek input or a vote from the board via email in-between meetings. Board members are expected to have ready access to email and to answer communications from the Executive Director in a timely fashion, especially on email votes that require a unanimous response. Other staff may occasionally reach out for board duties such as phone banking or sending in names for the Membership Drive, and board members are also encouraged to respond as quickly as possible. The staff will strive to give the board as much notice as possible.

As needed, the board will schedule special meetings or calls to address issues of particular importance or urgency that cannot be handled in the regular meetings – this happens very occasionally.

Event Volunteering

Board members are expected to be present as volunteers for EBHO's two biggest annual events: the May Affordable Housing Month Kickoff and the November Annual Membership Meeting and Celebration. Our small staff greatly appreciates your help with these all-hands-on-deck and fun events!

For Affordable Housing Month, board members are generally asked to sign up to attend at least two events during the month of May (there are usually around 30 events) and to be a "point person" for one or two events. This means saying a few words about EBHO on the event program, being an ambassador at the event, and connecting with the EBHO staff person assigned to cover that event.

Board Fundraising and Membership Expectations

All board members are expected to be current with their membership dues. In addition to their membership we ask them to contribute to EBHO at a level significant for them. We aim for 100% participation with individual board contributions, in addition to membership dues. We have no set threshold or "give or get" requirement for financial contributions. Contributions can include personal donations, individual membership dues, buying tickets to events, and encouraging your organization to pay dues and sponsor EBHO events.

The board's main fundraising activity is to help with making calls for membership dues and event sponsorships and attendance. All EBHO board members commit to do about ten (10) hours of phone banking a year, leading up to Affordable Housing Month to secure sponsorships and attendance to the Kickoff and for the Annual Membership Drive (to recruit new and renewed members).

Board Committee Expectations

All board members are expected to serve on one governance committee and, depending on other board responsibilities, may also serve on a program committee. Responsibilities and time commitments of committees vary, and board members are encouraged to volunteer with the committees that fit best with their interest, skills and other commitments.

Governance Committees – Board Members choose committee assignments at the beginning of each year.

- **Executive Committee:** Composed of the President, Vice President, Secretary and Treasurer. Convened monthly by the Executive Director and meets monthly (or as needed) on organizational issues such as hiring and evaluating the Executive Director. The Executive Director provides major organizational updates and/or seeks input from the committee via email.
- **Finance Committee:** Convened by the Treasurer, with 2-3 other members. Meets by Zoom at a time convenient to the committee. The Executive Director with the support of the Accountant, monitors and advises on monthly financial tracking, organizational budget, fundraising, financial procedures, taxes and the annual audit. The Finance Committee provides reports to the full board on a quarterly basis, and also presents the annual audit, tax return and budget for full board approval. The Finance

Committee also serves as the Audit Committee and is joined by an additional third party member to review the audited financials in late summer. Staffed by the Executive Director.

- **Human Resources/Personnel Committee:** Meets as needed, which is very infrequent. Advises on personnel issues including HR policies, Employee Handbook and personnel challenges. While the Executive Director has authority over hiring, firing, compensation, and other staffing decisions, they may consult with the HR committee on these decisions. Staffed by the Executive Director.
- **Board Development Committee:** Meets several times a year to undertake two major responsibilities- planning the annual board retreat and recruiting new board members (August/September). Staffed by the Chief Program Officer.
- **Fundraising Committee:** Meets monthly or as needed to strategize on fundraising efforts. These meetings are held on Zoom and attended by the Executive Director and Chief Operating Officer. Staffed by the Executive Director.

Program Committees

Board committee liaisons ideally attend committee meetings, may be involved in campaigns, serve as a liaison to the board on that area of work, and are a resource to the Executive Director and staff on strategy.

Berkeley Committee – Meets bi-monthly to discuss citywide policy and planning in Berkeley. Convened by Chief Program Officer Sophia DeWitt.

Contra Costa Committee – Meets monthly to discuss our work across Contra Costa County. Convened by Policy Manager Joey Flegal-Mishlove.

Oakland Committee – Meets monthly to address a wide range of Oakland issues including citywide policy, legislation and projects. Convened by Senior Director of Policy Jeff Levin.

Regional Policy Committee – Meets monthly to discuss regional policy such as BART, Plan Bay Area, and regional research and legislative issues. Convened by Senior Director of Policy Jeff Levin.

Resident and Community Organizing Program – Committee meets monthly. Main planning and strategy space for EBHO's resident leaders. Convened by Lead Organizer Damion Scott.

Board members are also encouraged to get involved in and be liaisons for other EBHO campaigns as available.