

DWELLING PLACE BOARD MEMBER JOB DESCRIPTION

Board Approved 06.05.2019



DESIRABLE QUALIFICATIONS

1. Demonstrated commitment to Dwelling Place's mission – "To improve the lives of people by creating quality affordable housing, providing essential support services and serving as a catalyst for neighborhood revitalization."
2. Broad knowledge in one or more of the following areas:
 - a. Real estate and corporate law
 - b. Real estate finance
 - c. Property management
 - d. Building design and construction
 - e. Affordable housing development, financing and management
 - f. Physical and behavioral health care systems
 - g. Nonprofit management or accounting
 - h. Human resources
 - i. Fundraising
 - j. Marketing and branding
 - k. Technology
 - l. Community engagement
 - m. Familiarity and/or experience with neighborhoods/communities served by Dwelling Place
 - n. Other areas that help to promote the mission of Dwelling Place
3. Availability and willingness to actively participate in Board events and activities

In addition to the desirable qualifications identified above, Dwelling Place will prioritize recruitment of new board members with unique and diverse connections to the community that can expand support and awareness of Dwelling Place in the community.

COLLECTIVE RESPONSIBILITIES

1. Trusteeship for the mission, vision, and values of Dwelling Place
2. Fiduciary responsibility for the organization
3. An ongoing process for selecting, supporting, and evaluating the Chief Executive Officer
4. An ongoing process for strategic planning, monitoring, and evaluating the organizations' programs and services
5. A policy framework that guides the organization
6. Creating and maintaining positive linkages with the community
7. Commitment to fund development efforts and financial stewardship for the organization
8. An inclusive and diverse Board membership

INDIVIDUAL RESPONSIBILITIES

1. Ensure that the mission, vision, and values of Dwelling Place are carried forth

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2. Develop an awareness and understanding of issues and challenges related to the mission of Dwelling Place
3. Maintain the confidentiality of the organization
4. Govern through diligent, attentive, and informed participation
5. Attend scheduled meetings
6. Provide financial support of Dwelling Place each year and participate in fundraising activities
7. Match their personal and professional talents to a standing or ad hoc committee of the Board, and contributed willingly to the business of that committee
8. Create and maintain an environment of mutual respect and courtesy to one another
9. Support the role of the Chief Executive Officer with DP staff and the public
10. Avoid speaking on behalf of Dwelling Place in a public setting, or to the media, unless authorized by the Board
11. Conduct themselves in a manner that reflects the mission and values of Dwelling Place