



California Human Development

Creating Opportunities in 31 Northern California Counties

Board Member Position Description

POSITION: Board Member of California Human Development

POSITION SUMMARY

This is a volunteer position providing governance and oversight to California Human Development (CHD), a 501(c)(3) serving people of low income in Northern California. CHD's mission is to **Create paths and opportunities for people to rise above barriers in their pursuit of better lives.** Service divisions include: Training & Jobs, Affordable Housing, disABILITY Services, Green Energy programs, Immigration & Citizenship, and treatment and recovery for Drug-Free Living.

VOLUNTEER DUTIES: The specific duties of a CHD Board Member are as follows.

1. **Participation:** Board members are expected to actively participate in the governance of the Corporation. Board meetings are held every six weeks at rotating locations, including Sacramento and Fairfield, etc. Committee meetings may be held every six weeks, generally at the same location.
2. **Fiscal Oversight:** The Board ensures that there are adequate resources to carry out CHD's Mission. Board members review and approve CHD's annual operating budget. The Board receives monthly fiscal reports provided by the Chief Executive Officer and Chief Financial Officer and are reported and filed. The Board initiates corrective action when appropriate.
3. **Chief Executive Officer Hire/Supervision:** CHD Board hires, supervises and provides direction and support to CHD's Chief Executive Office. The Chief Executive Officer reports at each meeting to the Board and receives direction as required.

4. **Chief Executive Officer Evaluation:** The Board evaluates the Chief Executive Officer annually based on performance achieved against established corporate goals and objectives.
5. **Events and Fundraising:** Board members are expected to actively participate in the CHD's community and fundraising events. This may include an individual commitment by Board members.
6. **Personnel Policy Responsibility:** CHD Board reviews and approves the Personnel Policies and Procedures. CHD's Board also hears grievances that have not been resolved at the level of the Chief Executive Officer and that are appealed to the Board.
7. **Program and Services Oversight:** CHD's Board reviews the effectiveness of CHD services and programs. The Board receives reports from the Chief Executive Officer prior to each meeting as well as periodic reports from CHD Program Directors on the status of their programs.
8. **Strategic/Long Range Planning:** The Board engages in long range strategic planning in order to effectively chart a course for the Corporation. The Board reviews the Mission and purposes of the Corporation on an annual basis.
9. **Representing the Corporation:** Board members may be asked, in coordination with the Board Chair and the Chief Executive Officer, to represent the Corporation in public forums and enhance CHD's public image.
10. **Committee Assignments:** Board members are expected to actively serve on two or more Board Committees, including the following: Finance, Bylaws and Membership, Fundraising, Personnel, Programs, Housing, and Executive Committees.
11. **Avoidance of Conflicts of Interest:** Board members are expected to avoid and disclose any potential personal and/or organizational conflicts of interest.
12. **Assessment of Performance:** The Board reviews its own performance on an annual basis.

QUALIFICATIONS: Interested individuals must be willing to serve as volunteers and represent their local communities. A minimum time commitment of one day a month is expected. Individuals should be able to drive in order to attend Board meetings. Individuals will be compensated for direct expenses related to travel and meeting attendance. CHD welcomes applications from individuals with direct experience, expertise and interests in the areas of farm labor, housing, rehabilitation services, employment and training, treatment, law enforcement, information technology, real estate, finance, etc.

EEO: Board members are recruited based on qualifications and expertise, without regard to race, color, national origin, ancestry, sex, sexual orientation, gender expression, age, veteran status, marital status, mental or physical disability (including aids), medical condition (including cancer) and political or religious affiliation or beliefs.

Background: Since 1968, local community action agencies have been required to have tripartite governing boards to gain and retain designation as eligible entities and to receive CSBG funding. Effective tripartite boards reflect and promote the unique anti-poverty leadership, action, and mobilization responsibilities assigned by law to community action agencies. Boards are responsible for assuring that agencies continue to assess and respond to the causes and conditions of poverty in their community, achieve anticipated family and community outcomes, and remain administratively and fiscally sound.