

# Board of Directors: Responsibilities and Expectations



<p><b>Purpose/ Overview</b></p> <p><b>Background:</b> <a href="#">Lydia Place mission &amp; values</a></p>	<p>The Board of Directors is a group of dedicated volunteers, typically 12-15 people, committed to advancing the mission and programs of Lydia Place. The Board works together to establish overall policy and long-term strategy for Lydia Place, oversee organizational management, and monitor fiscal stability. Board members also connect Lydia Place to the community, serving as advocates for Lydia Place’s <u>mission and values</u>. The Board’s role is to help Lydia Place understand its community, achieve its mission, and expand its impact.</p> <p>This position offers a meaningful opportunity to contribute your experience, passion, and time to making a positive difference in the community. While day-to-day operations are led by Lydia Place’s Executive Director and a staff team, the board-E.D. relationship is a partnership, and the appropriate involvement of the board is both critical and expected.</p>
<p><b>Approach to Our Work</b></p>	<p>As a board, we are invested in the mission and vision of Lydia Place, and center our organizational values of equity, community, upstream impact, and employee wellness in decision-making.</p> <p>We believe that housing is a basic human right and understand that years of systemic oppression and socioeconomic inequities, rooted in historical and structural racism, continue to perpetuate the cycle of homelessness. Therefore, our work as a board must play a critical role in collective efforts to bring about racial, economic, and social justice to disrupt the cycle.</p> <p>The Board acknowledges that we don’t have all the answers. We are committed to approaching our work together with humility, candor, and openness. While we are all equals, we respect that people with lived experience of poverty or oppression have an expertise that people without those experiences do not.</p>
<p><b>Time Commitment</b></p>	<p>Board members are typically elected to serve a three-year term, with the possibility of being re-elected for two more terms.</p> <p>Board members typically spend 5-8 hours per month on the following activities:</p> <ul style="list-style-type: none"> <li>• Board meeting: 2 hours, 6 times/year (typically, the 3rd Monday, in the evening)</li> <li>• Board learning (meeting packets, organizational updates, etc.): 1-2 hours/month</li> <li>• Board committee meetings: 2 hours/month</li> <li>• Representing Lydia Place at community events/meetings: 1 hour/month</li> <li>• Other assignments as determined by board or committee (for example: research, outreach, thank-you calls to donors, etc): On average, 1-2 hours/month</li> </ul> <p>During certain months, members spend additional hours on special tasks, meetings, and events, such as a donor appreciation event or an annual board retreat.</p>
<p><b>Gifts and Reimbursements</b></p>	<p>In recognition of their time and contributions, board members will receive a cash-value gift four (4) times per year, not to exceed \$800 annually. Additionally, board members may request reimbursements for caretaking costs and parking/mileage directly related to attending board meetings, committees, and events.</p> <p><i>Please note:</i> Board members are not employees, and gifts and reimbursements are not income. Gifts and reimbursements do not constitute an employment agreement; rather, they are to encourage access and participation by diverse community voices and to acknowledge the value of diverse board members’ contributions.</p>

<p><b>Responsibilities and Expectations of the Board</b></p> <p>(Orientation and training are provided)</p>	<p><b>Governance and Strategic Leadership</b></p> <ul style="list-style-type: none"> <li>• Participate actively in board meetings, discussions, and decision-making processes <ul style="list-style-type: none"> <li>➤ To foster meaningful discussions and effective decision-making, board members are expected to prepare for meetings by reviewing meeting materials in advance.</li> </ul> </li> <li>• Provide strategic input, guidance, and recommendations regarding community issues and organizational goals.</li> <li>• Review and approve strategic plans, annual budgets, and major policies.</li> <li>• Serve on at least one sub-committee (Governance, Finance, Community Engagement)</li> </ul> <p><b>Housing Justice, Racial Equity, and Anti-Poverty Work</b></p> <ul style="list-style-type: none"> <li>• Engage with connected communities and reflect their needs and priorities during meetings and discussions. Elevate community voices and support change in response.</li> <li>• Participate in education, action, and reflection that will enable the Board to build a foundation of common language and analysis and inform decisions around housing, racial justice, and anti-poverty work.</li> </ul> <p><b>Program and Impact Evaluation</b></p> <ul style="list-style-type: none"> <li>• Evaluate and monitor the effectiveness of Lydia Place's programs and services based on their impact for families served, with a focus on those who are most impacted by systems of injustice.</li> <li>• Participate in strategic and annual planning.</li> </ul> <p><b>Financial Oversight</b></p> <ul style="list-style-type: none"> <li>• Monitor the organization's financial health, including approval and monitoring of the budget, financial statements, reports, and audits.</li> <li>• Ensure sound, transparent fiscal management and compliance with financial regulations.</li> </ul> <p><b>Legal and Ethical Compliance</b></p> <ul style="list-style-type: none"> <li>• Ensure compliance with all applicable laws, regulations, and ethical standards.</li> <li>• Safeguard the organization's assets, reputation, and mission.</li> <li>• Uphold the highest standards of integrity and ethical behavior, including Lydia Place's Conflict of Interest policy.</li> <li>• Respect the confidential nature of our relationship with the individuals and families who are served by Lydia Place programs.</li> </ul> <p><b>Advocacy, Community Engagement, and Fundraising</b></p> <ul style="list-style-type: none"> <li>• Act as an ambassador for the organization's mission, programs, and services.</li> <li>• Advocate for the organization's causes, engaging with stakeholders, partners, and donors.</li> <li>• Support organizational fundraising efforts in a way that fits your skills and capacity.</li> </ul> <p><b>Board Development</b></p> <ul style="list-style-type: none"> <li>• Contribute to the recruitment and onboarding of new board members.</li> <li>• Engage in relevant training, workshops, and the annual board retreat.</li> </ul>
<p><b>Legal Duties</b></p>	<p><b>Nonprofit board members are required to fulfill three legal duties:</b></p> <ol style="list-style-type: none"> <li>1. Take care of the nonprofit by ensuring prudent use of all assets, including facility, people, and goodwill; and provide oversight for all activities that advance the nonprofit's effectiveness and sustainability. (legal "duty of due care")</li> <li>2. Make decisions in the best interest of the nonprofit corporation; not in their own self-interest. (legal "duty of loyalty")</li> <li>3. Ensure that the nonprofit obeys applicable laws and acts in accordance with ethical practices; that the nonprofit adheres to its stated corporate purposes, and that its activities advance its mission. (legal "duty of obedience")</li> </ol>

## LYDIA PLACE BOARD OF DIRECTORS WORKING AGREEMENTS

The Lydia Place Board of Directors is a dynamic and diverse group of individuals who act as our governing body, setting strategic direction to guide us toward our mission and vision while ensuring sound practices and fiscal management. We have working agreements to clarify our shared values, beliefs, expectations, and group norms to nurture a healthy and effective Board culture.

These agreements are intended to guide how we work together to accomplish our collective goals and expectations, including our legal duties. This is a living document that will grow and evolve as the board shifts over time. We will use these agreements as a tool to draw upon throughout our work, and to share with prospective board members to demonstrate our intention and determine cultural alignment.

<p><b>We are invested in the mission and vision of Lydia Place, and center our organizational values of equity, community, upstream impact, and employee wellness in decision-making.</b></p>
<p><b>We assume positive intent, and we own our impact.</b></p>
<p>We value empathy and are conscious of the energy and tone we bring to our space.</p>
<p><b>We are in this together. Our relationships are important, and we invest in building them.</b></p>
<p><b>We are curious, and we are open to change. Everyone is both a learner and a teacher.</b></p>
<p>We seek diverse perspectives, invite questions, and believe that productive conflict deepens understanding and connections.</p>
<p><b>We recognize that each of us brings different skills, strengths, and experiences. We value each other’s contributions whether seasoned or new, and we celebrate our progress.</b></p>
<p><b>We realize that being on a Board involves a commitment to serve. We are accountable in our service to the organization, the community, and each other. We will pass the ball, not drop the ball.</b></p>
<p>We ‘show up’ by attending board meetings, participating in subcommittees, and engaging in opportunities to share about the work of Lydia Place through volunteering, events, and in our various social circles.</p>
<p><b>We honor each other’s time by:</b></p> <ul style="list-style-type: none"> <li>○ Moving up and moving back (balancing listening and speaking)</li> <li>○ Starting and ending on time</li> <li>○ Putting technology aside unless we are using it as a tool, or for emergencies</li> </ul>

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Printed Name

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Signature

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Date