

## **National Center for Healthy Housing Board of Directors' Roles and Responsibilities**

### **Background**

The National Center for Healthy Housing maintains a Board consisting of between 5 and 21 directors. Directors serve for a term of three years. Any director may resign at any time by notifying the Board in writing. Directors may not receive any compensation for their services; however, the directors' expenses to attend meetings, et cetera, are covered by NCHH.

### **Roles and Responsibilities**

**Meetings** – The Board meets in person for two meetings each year, which are typically held in Washington, DC. In addition, there are typically two teleconference calls each year. The in-person meetings are scheduled 6-12 months in advance for the convenience of the directors, and the teleconference calls are scheduled several months in advance.

**Committee Membership** – The Board currently has four committees – an Executive Committee, the Finance Committee, the Marketing and Fund Development Committee, and a Nominating Committee. The committees typically meet 3-5 times per year by phone. Committee members volunteer to serve on a committee for three years and are nominated by the full Board. The Executive Committee is responsible for providing strategic advice on key issues, for reviewing the executives' performance and salary, and NCHH's strategic plans. The Nominating Committee is responsible for identifying and recruiting new directors, and for assisting in their orientation. It is also responsible for board strengthening. The Marketing and Fund Development Committee is responsible for delivering guidance and support to ensure that the fund development and marketing programs advance both the organization's mission and its financial objectives. The Finance Committee reviews NCHH's financials on a quarterly basis, and also reviews NCHH's audit. In addition, NCHH currently has a separate Science Advisory Committee, which provides advice and offers additional scientific depth and breadth in the technical areas of NCHH's work. The Science Advisory Committee typically meets by phone or in person twice a year.

**Ad Hoc Advice** – All Directors provide ad hoc advice to the Board and NCHH management in specific areas related to their expertise (e.g., financial management, fundraising, research and policy, marketing, et cetera.)

**Fundraising and Contributions** – The Board expects each Director to make a personal charitable contribution to NCHH. While the Board does not specify a minimum contribution amount, it asks each Director to consider their contribution to NCHH as one of their top philanthropic priorities. In addition, each Director is expected to participate fully in the organization's fundraising program, assisting in the identification of fundraising prospects, engaging donors and prospects through key cultivation opportunities, and assisting in the solicitation of financial support for NCHH.

*Adopted: May 2012 (suggested amendments are highlighted)*