



Board Member Job Description

Anchorage Coalition to End Homelessness Board of Directors

Roles & Responsibilities

1. Govern and oversee the overall organization including implementation of the mission, vision, and values
2. Select, support, and evaluate the Anchorage Coalition to End Homelessness (ACEH) Executive Director
3. Provide strategic direction for the organization and the ACEH Executive Director to guide effective organizational planning
4. Provide ongoing financial oversight
5. Ensure adequate resources and plan for organizational sustainability
6. Ensure legal and ethical integrity and maintain confidentiality and accountability
7. Recruit and orient new board members, assess board performance and work to ensure continuous board improvement
8. Enhance the organization's public standing
9. Determine, monitor, and strengthen the organization's programs and role in the community
10. Serve as an active advocate and ambassador for the organization and the Anchorage Homeless Response System

As a member of this board, I commit to:

- Attend and participate in board meetings and functions and understand that if I have three unexcused absences I will be removed from the board
- Participate in at least one board committee when the need arises
- Maintain an individual membership with ACEH for the entirety of board service
- Hold the agency and the board to a high standard of performance and actively help make ACEH a successful organization
- Understand board member roles and responsibilities and become sufficiently knowledgeable about ACEH and its operations to make informed decisions
- Understand the legal responsibilities that I assume as a board member
- Read materials sent to the board and come prepared to board and committee meetings
- Arrive at meetings on time and stay for the full agenda unless I have provided prior notice
- Ask for clarification on any matters or materials that I do not understand before making a decision
- Listen carefully to other board members and staff with an open mind and an objective perspective
- Actively work towards decisions and solutions that are in the organization's best interests
- Respect and maintain confidentiality of the board's business
- Avoid conflicts of interest as detailed in the Conflicts of Interest Policy
- Avoid discrimination and abide by the principles of equal opportunity
- Adhere to the ACEH Board By-Laws, policies, and board resolutions
- Maintain confidentiality about all internal matters of the organization

ACEH Board of Director Signature

Date