



Board of Directors Working Job Description

Mission

Home Share Now's mission is to cultivate matches for home providers and home seekers to expand the possibilities for how we live.

For more information, please visit www.homesharenow.org

Position

The Board of Directors, in partnership with the Executive Director, is responsible for the overall management and performance of Home Share Now. It is expected that the following responsibilities will be considered in partnership with the Executive Director wherever a conflict of interest is not present. However, the final responsibility and therefore the ultimate decision-making power, rests with the board.

Specific Board Member responsibilities include:

- Serving as a trusted advisor to monitor, review, and evaluate the performance of Home Share Now relative to stated goals as defined by the annual strategic plan.
- Approving Home Share Now's annual budget, audit reports, and fiscal accounting system; being informed of, and meeting all, legal and fiduciary responsibilities
- Contributing to an annual performance evaluation of the Executive Director (ED)
- Assisting the ED and board chair in identifying and recruiting other Board Members and staff that reflects the communities that Home Share Now serves;
- Partnering with the ED and other board members to ensure that Home Share Now meets legal requirements for the conduct of business and affairs and adopts and/or amend by-laws and ensure that Home Share Now operates within these by-laws;
- Representing Home Share Now to stakeholders; acting as an ambassador for the organization and inspire confidence in its mission.

Fundraising

Board Members will consider Home Share Now a philanthropic priority and make annual gifts that reflect that priority. So that Home Share Now can credibly solicit contributions from foundations, organizations, and individuals, Home Share Now expects to have 100% of Board Members make an annual contribution.

Board terms/participation

Home Share Now's Board Members will serve a two-year term to be eligible for re-appointment for two additional terms. Board meetings will be held at least every other month to conduct regular business.

Qualifications

This is an extraordinary opportunity for an individual who is passionate about Home Share Now's mission and who has a track record of leadership. Selected Board Members will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. His/her accomplishments will allow him/her to attract other well-qualified, high-performing Board Members.

Candidates will have the following minimum qualifications:

- A demonstrated interest in Home Share Now's goals;
- Available time to actively participate in full Board and committee meetings;
- Specific experience and/or knowledge in at least one element of administration, finance, personnel, program development, evaluation, public and community relations, or communications;
- Interpersonal skills which allow for mutual respect of others' opinions and facilitate consensus decision making;
- Participate in fundraising activities on behalf of Home Share Now.

Service on Home Share Now's Board of Directors is without remuneration; however, reimbursement will exist for those expenditures authorized by the Board of Directors.