



BOARD MEMBER JOB DESCRIPTION

General Summary:

The board member's position involves advising on strategic plans, participating in evaluations, and monitoring Affordable Housing Developers, Inc's financial affairs.

To be a successful board member you should have professional leadership experience and strong diplomatic skills. An outstanding board member will be passionately committed to the organization's mission of being dedicated to the development, preservation, and management of decent, safe, and affordable housing for lower income households in North Dakota.

Board Member Responsibilities:

- Knowing the organization's mission, programs, policies, procedures, and needs.
- Preparing for meetings by reviewing the agenda and supporting documentation.
- Regularly attending scheduled board meetings and participating actively and conscientiously.
- Keeping up with issues and trends that affect the organization.
- Participating in the evaluation of the Executive Director.
- Approving audit reports, budgets, and business decisions.
- Approving policies and procedures
- Understanding the organization's financial affairs and ensuring fiduciary responsibilities are met.
- Ensuring the organization complies with legal requirements.
- Maintaining confidentiality on all internal organizational affairs.

Minimum Qualifications:

- Previous board experience preferred.
- Knowledge of the organization and the relevant industry.
- Sufficient time availability for board duties.
- Strong diplomatic and interpersonal skills.
- Basic knowledge in finance, and budgets.