

Date: July 23, 2015

To: CHH Residents and CHH staff members

From: Billie Abers, Director of Property Management

Re: Resident Board Position

Capitol Hill Housing is seeking a resident to serve on the organization's Board of Directors. This is a volunteer position, helping guide the vision and strategy for the forty year old affordable housing organization. In order to keep a strong connection to the communities we serve, one of the Capitol Hill Housing Board of Directors seats is to be occupied by a current resident.

Nomination forms are available at the site office, the CHH main office or on the CHH website. Forms may be mailed into the CHH main office, dropped off in person or emailed to the Director of Property Management. The candidates must meet the attached list of qualifications. Candidates will need to submit a letter of interest or nomination form no later than August 7, 2015.

Candidates who meet the minimum qualifications will be contacted and asked to provide a copy of their most recent resume.

The top 3-5 candidates will be referred to the CEO for an interview and one selected for the board seat.

CHH RESIDENT BOARD MEMBER QUALIFICATIONS

Residents wanting to fill the CHH Resident Board Member position must meet the following qualifications:

- Must be a qualified CHH resident currently residing in a residential unit.
- Must have successfully completed the terms of their initial 12 month lease with CHH.
- Must have no lease violations within the last 12 months of tenancy.
- Willing to learn and understand the basics of property management and real estate development.
- Be willing to commit to 2-3 monthly meetings for a 3 year term.
- Excellent communication skills, verbally and in writing.
- Ability to speak in board setting.
- Prior experience on a board or in a nonprofit setting a plus.
- Cannot be a current CHH staff member.

Note: If resident vacates unit with the 3 year term, they will be replaced with a qualified resident.

Per CHH Charter:

In evaluation of prospective members, the Board will be cognizant of the desirability of achieving a Board whose members reflect diverse social, cultural, ethnic, racial and economic backgrounds and perspectives. To ensure balanced responsiveness and competence, all candidates for the Board should meet the following criteria:

- a. Background – demonstrated leadership ability; and knowledge and skills from experience or training in one or more of the following areas: real estate development, property and asset management, community development, finance, budget, policy development, strategic planning, management/administration, capital development, corporate governance, marketing, negotiation, fundraising, grant-writing and accounting or such other skills as the Board may identify.
- b. Abilities and Characteristics – credibility with the professional community and government entities with which the Program works, reliability, sound judgment, flexibility and creativity, ability to work effectively and cooperatively with other Board members, staff community individuals and groups with diverse backgrounds and philosophies, ability to make difficult decisions on behalf of Program and ability to take a multi-cultural perspective and to support strategies that enhance a diverse, sustainable Capitol Hill Community.
- c. Commitment – willingness to commit time and personal resources, willingness to serve on Board committees, willingness to represent the Program at community functions and commitment to the Program's express core purpose and values.
- d. Conflict of Interest Statement – All candidates will be required to disclose any information concerning activities of the candidate or his/her immediate family that represent a potential Conflict of Interest as a Board member. Candidates whose employment, financial interests, and/or other activities are determined by the Board to be in conflict with the interest of the Program are ineligible for Board membership. No employee of the Program or any member of an employee's immediate family is eligible for Board voting membership.