

**BOARD POSITION AVAILABLE
HOUSING AUTHORITY OF YAMHILL COUNTY
BOARD OF COMMISSIONERS**

A position on the Board of Commissioners of the Housing Authority of Yamhill County will become vacant shortly. The Yamhill County Board of Commissioners, the appointing board, is now seeking applicants for the Housing Authority board position. Applications as well as a position description may be picked up at the Housing Authority of Yamhill County's main office located at 135 NE Dunn Place in McMinnville. Applications should be returned to this same location.

The Housing Authority Board is made up of five members selected from the community to serve a five-year term of office. This is a voluntary, unpaid, position. However, expenses are reimbursed, including travel to meetings and occasional conferences.

The Board normally meets once each month, normally the fourth Tuesday, beginning at 5:30PM for dinner then 6:00PM for the meeting. Periodically, special meetings are scheduled as needed in addition to the regular monthly meetings. Board meetings are normally held in McMinnville but may also be held in other locations within the County. Applicants must commit to be available for these monthly meetings. The five-member board is the governing body that directs policy to the staff.

The Housing Authority provides opportunities for decent, safe, and affordable housing to individuals and families in our community. Its programs include subsidized rental programs, rental housing, self-sufficiency programs, homeownership, and rehabilitation loans for lower income homeowners. The Board prefers applicants who have some knowledge of and interest in affordable housing. In considering new members, the board shall strive for geographic balance, diversity in membership, and a variety of professional backgrounds when possible. The current Housing Authority board members shall make recommendations to the County Board of Commissioners for appointing members to the Authority.

Applications will be accepted until position is filled. The new Board member will be asked to begin attending meetings once selected, and officially begin their term once approved by the County Commissioners. Questions can be referred to Elise Hui, Executive Director of the Housing Authority, at 503-883-4318 or ehui@hayc.org. More information on the Housing Authority can be obtained from its web site at www.hayc.org.

**HOUSING AUTHORITY OF YAMHILL COUNTY
BOARD OF COMMISSIONER APPLICATION**

****Yamhill County employees are prohibited from serving on the Housing Authority of Yamhill County board per ORS 456.095(3).***

Housing Authority of Yamhill County Board

Board/Commission/Committee

Date

Applicant's name _____

Referred by _____

Mailing address _____

box or street address

city

zip code

Residence address _____

street address

city

zip code

Email address _____

Telephone (h) _____ (w) _____ Occupation _____

Geographic location (nearest city) _____

Why are you interested in being on the Housing Authority of Yamhill County's Board of Commissioners?
(Please attach additional pages if necessary)

What experience do you have that may be relevant to this position? (Please attach additional pages if necessary)

This position requires a commitment of attending board meetings *at least* one evening per month. Are you able and willing to commit your time to being in attendance at the meetings? _____ Yes _____ No

RELATIVES/FRIENDS: Qualified relatives/friends are eligible for positions except in unusual situations where we need to avoid possible conflicts of interest. Do you have any relatives/friends (such as roommates) who currently work for us? _____ Yes _____ No (If yes, state name/s):

VERIFICATION AND SIGNATURE:

1. I authorize the investigation of all matters which the Authority deems relevant to my qualifications for serving on the Housing Authority Board of Commissioners, including all statements made in this application and in any attachments or supporting documents. I authorize you to request and receive such information and I release from all liability any persons or employers supplying it. I also release you from all liability, which might result from making the investigation.

2. I certify that the facts and information given in this application, in any attachments or supporting documents, and in any interviews are (or will be) true and complete to the best of my knowledge. I understand that any falsification, misleading statements, misrepresentation or omissions, generally will result in immediate termination, regardless of when and how discovered.

Signature _____ Date _____
Unsigned applications will not be processed.

[Please return application to Elise Hui, Executive Director, Housing Authority of Yamhill County, 135 NE Dunn Place, McMinnville, OR 97128]

Office Use (Committee/application other)

Accepted by Yamhill County Board of Commissioners on _____

Board Order # _____



HOUSING AUTHORITY OF YAMHILL COUNTY

POSITION DESCRIPTION

The Mission of HAYC is:

To provide the opportunity for decent, safe, and affordable housing to individuals and families in our community and opportunities to position themselves for success.

POSITION TITLE: Board Commissioner

APPOINTMENT: Recommendation made by HAYC Board to Yamhill County Commissioners for Appointment to the Board.

TERM: 5 years; no term limits

Meetings: 4th Tuesday monthly with dinner at 5:30, meeting at 6:00; Housing Authority Office – 135 NE Dunn Place, McMinnville; other meetings as scheduled.

COMPENSATION: None; however eligible business expenses as defined in HAYC policy will be reimbursed as authorized.

DATE: October 2016

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Be in possession of and become familiar with the bylaws of the Housing Authority which include articles of authority, membership terms and attendance, officer structure and election, and meeting requirements. Board members make decisions for the agency as a team. Each member is personally responsible to review all materials supplied and to be fully conversant/prepared to discuss and to make necessary decisions. Each member participates fully and cooperatively without unnecessary divisiveness, modeling the values and ethical standards of the Agency. If a vote is required on an issue that a member believes may be a conflict of interest for them they are obligated to express their concern and excuse themselves from the vote either voluntarily or if advised to do so by the Board.
- Hire and oversee the performance of the Executive Director of the Agency, assuring that quality and effective management is provided. Annually review the Executive Director's performance, providing a verbal and written review, and authorize appropriate adjustments to the Executive Director's compensation and benefit package
- The Executive Director is responsible for the administration of the agency's duties and programs and management of all staff. The Board's relationship regarding the administration of the agency is one of policy development and oversight in the management and support of the Executive Director. Individual board members/the Board as a whole will not intrude upon the supervisor/employee "chain of Command" bearing in mind employee issues are the responsibility of the Executive Director.
- Participate in and approve the development and/or amendment of the Mission, Vision, and Values of HAYC and actively support them.
- Assist the Executive Director in developing, approving, and overseeing adherence to agency policy to prevent fraud, abuse, mismanagement, and discrimination, and to ensure that the local housing agency acts legally and with integrity in its daily operations



HOUSING AUTHORITY OF YAMHILL COUNTY

- Oversee and participate in development of strategic plans and short and long term goals of the agency, approving them and supporting and overseeing their implementation.
- Approve and monitor the operating and capital budget of the Agency and assure the income and expense documents are audited no less than annually by an outside professional auditing firm of good reputation.
- Become familiar with the major responsibilities of the Agency such as but not limited to the Section Eight program, Affordable Housing, Agency Facilities, Homeowner Rehab and Ownership, and the Family Self Sufficiency program. The Executive Director will provide new board members with material and will answer questions and direct them to members of the staff for training in specific areas if requested.
- Be an advocate for the agency in supporting and building positive relationships with the communities they serve and with the agency's partners including political representatives as appropriate and able.

QUALIFICATIONS:

Various combinations of education, experience and training may qualify an applicant. The following is a typical way to be qualified.

1. Must be a resident of Yamhill County.
 - a. In considering new members, the Board shall strive for geographic balance.
2. Higher education is preferred but not required.
3. Experience in business, and/or the educational field, and/or social work are desired.
4. Involvement in community activities and volunteer organizations will be valued.
5. Must have and maintain a valid driver's license with acceptable driving record and auto insurance.
6. Be courteous and respectful towards others, both internal and external, and responsive to requests.
7. Participate in maintaining a supportive board environment. Treat other board members and employees with respect and fairness.
8. Display initiative to resolve problems and capitalize on opportunities.
9. Promote cost-effective use of the organization's resources.
10. Must be willing to attend trainings as funding is available and as required for Board certification.

ACKNOWLEDGEMENT:

I have read and understand this position description.

Printed Name

Signature

Date