

September 29, 2015

To: All Residents

From: Elise Hui, Executive Director

RE: **Participation Opportunity – Housing Authority of Yamhill County Board of Commissioners**

There is currently an opening on the Housing Authority of Yamhill County's Board of Commissioners. HUD regulations require the agency to have a person who is directly assisted by the Housing Authority of Yamhill County as part of their Board of Commissioners. This position will serve a five year term from January 1, 2016 through December 31, 2020. This is an opportunity for you to become involved in your Housing Authority!



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. 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 group consists of five representatives from Yamhill County and the resident representative helps to keep the flow of communication open between the residents and the Housing Authority. The five-member board is the governing body that directs policy to the staff.

Any person directly assisted by the Housing Authority of Yamhill County who is interested in being on the Housing Authority of Yamhill County's Board of Commissioners is encouraged to pick up an application as well as a position description at the Housing Authority's main office located at 135 NE Dunn Place in McMinnville. Our office is open to the public from 8:00 a.m.-5:00 p.m. Monday through Thursday.

Applications will be accepted through October 22, 2015. The selection process will take place during November. 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.

Thank you and I encourage you to get involved in your Housing Authority!

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):

CRIMINAL RECORD: (Conviction of a crime is not an automatic bar to this position. Factors such as the nature and gravity of the crime, the length of time since the conviction and/or completion of any sentence will be considered.) Have you ever been CONVICTED, pled GUILTY, or NO CONTEST or FORFEITED BOND OR BAIL for any crime other than traffic violations? ____ Yes _____ No

If yes, give details: _____

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 _____
Unsigned applications will not be processed.

Date _____



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: Resident Board Commissioner

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

TERM: 5 years; no term limits

Meetings: 5:30 p.m.; 4th Tuesday monthly; Housing Authority Office; other meetings as scheduled.

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

DATE: September 2015

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 and must be directly assisted by the Housing Authority 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. Be courteous and respectful towards others, both internal and external, and responsive to requests.
6. Participate in maintaining a supportive board environment. Treat other board members and employees with respect and fairness.
7. Display initiative to resolve problems and capitalize on opportunities.
8. Promote cost-effective use of the organization's resources.
9. Must be willing to attend monthly board meetings.
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