



Dear Prospective Board Member:

In late summer 1974 Father Armand Mathew was a new priest in Brownsville and he set out to visit his new parishioners in their homes. On his visits he quickly realized that the people of Brownsville were more in need of affordable, safe and sanitary housing than they were his mass schedule and from that the Community Development Corporation of Brownsville (CDCB) was created.

Mission

CDCB is a multifaceted affordable housing organization devoted to utilizing collaborative partnerships to create sustainable communities across the Rio Grande Valley through quality education, model financing, efficient home design, and superior construction.

Vision

CDCB shall be the trendsetter in creating model communities, where every person will be valued, provided options, interconnected within sustainable communities, and assured a high quality of life through excellence in education and responsible decision making.

The Community Development Corporation of Brownsville (CDCB) is a private, 501(c) (3) non-profit community housing development organization (CHDO). Founded in 1974, CDCB has been providing safe, sanitary affordable housing to the citizens of the Rio Grande Valley for the past 44 years. CDCB is governed by a 13-person community-based Board of Directors that serves on a volunteer basis to determine policy for the Corporation. CDCB serves the southernmost area of the United States – Cameron, Willacy and Hidalgo Counties, Texas, which shares its border with Mexico on the south, and the Gulf of Mexico on its east.

CDCB has been the recipient of numerous national affordable housing awards, including, Recipient of the Maxwell Award of Excellence; a Maxwell Award of Excellence Finalist; and the Federal Home Loan Bank System Community Partnership Award. CDCB has also been recognized with the State of Texas Housing Finance Agency Special Achievement award. In 2013 CDCB became a NeighborWorks America Chartered Organization.

CDCB is an approved FHA Title I & Title II Direct Endorsement lender and a USDA Rural Development approved packager. CDCB has an operating budget of roughly \$3 million and employs a staff of 40 people. CDCB's annual production and operational budget averages \$20 million. CDCB develops, finances, coordinates, supervises, and guarantees all single-family ownership, rehabilitation and rental housing construction.

From its beginnings as a small non-profit with the mission to eliminate the 1,800 outdoor pit privies (outhouses) that populated the city in 1974, CDCB has grown to be one of the State of Texas' largest affordable housing producers. Since the year 2000 CDCB has assisted

- 2,922 families into affordable, safe and sanitary homes.
- Graduated over 300 young people from YouthBuild.
- Made over 3,000 families homebuyer ready.
- Originated over 30,000 small dollar loans
- Built and financed 130 multifamily housing units

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Brownsville, TX. 78520
956.541.4955
www.cdcbrownsville.org



In order to carry-out CDCB's mission CDCB has created five lines of business. These lines of business help CDCB meet its strategic goals:

- Single Family Homeownership
 - Mortgage Lending
 - Real Estate Services
 - Rehabilitation/Reconstruction
 - Single Family Construction
 - Self Help Housing
 - Foreclosure Counseling
- Lu Puerta Center for Financial Empowerment
 - The Provision of financial knowledge and skills
 - Access to sound financial products and services
 - Targeted opportunities to save
- Real Estate Development
 - Multi-family rental developments
 - Homeownership Subdivision developments
- YouthBuild
 - Construction Training
 - IT Training
 - Leadership skills
 - Soft Skills
- Special Services
 - Mortgage Servicing
 - Rio Grande Valley Multibank Mortgage Lending
 - Community Loan Center Small Dollar Loans

Below is a general list of job duties of each board member.

EXPECTATIONS OF THE BOARD AS A WHOLE

As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for:

- determining the mission and purposes of the organization
- selecting and evaluating the performance of the CEO/ executive director
- strategic and organizational planning
- ensuring strong fiduciary oversight and financial management
- fundraising and resource development
- approving and monitoring CDCB's programs and services
- enhancing CDCB's public image
- assessing its own performance as the governing body of CDCB

EXPECTATIONS OF INDIVIDUAL BOARD MEMBERS

Each individual board member is expected to:

- know the organization's mission, policies, programs, and needs
- faithfully read and understand the organization's financial statements
- serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for CDCB to advance its mission
- leverage connections, networks, and resources to develop collective action to fully achieve CDCB's mission

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- help identify personal connections that can benefit the organization's fundraising and reputational standing, and can influence public policy
- prepare for, attend, and conscientiously participate in board meetings
- participate fully in one or more committees

BOARD MEMBERS ARE ALSO EXPECTED TO

- follow the organization's bylaws, policies, and board resolutions
- sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
- maintain confidentiality about all internal matters of CDCB

Becoming a board member of CDCB is a big responsibility. CDCB is a multi-million-dollar organization that employs 40 professionals and retains 100's of contract labor and consultants each year. Our impact is evident both on a personal level by our clients as well as in the RGV economy as a whole. The staff of CDCB are all professionals in their field and day-to-day responsibilities are carried out by this staff, however, the board is responsible to help set strategic goals and create policy to help us achieve these goals. This letter is not written to frighten you, but fully inform you of the responsibility and requirements of each board member. I hope you carefully consider this opportunity to serve your community as a leader in one of the RGV's primer non-profits.

Best regards,



Nick Mitchell-Bennett
Executive Director

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Prospective Board Member Application

The Community Development Corporation of Brownsville (CDCB) is a 501(c)3 nonprofit serving the South Texas community through affordable housing production, financial education, financial products and youth job training and education.

CDCB Mission

CDCB is a multifaceted affordable housing organization devoted to utilizing collaborative partnerships to create sustainable communities across the Rio Grande Valley through quality education, model financing, efficient home design, and superior construction.

CDCB Vision

CDCB shall be the trendsetter in creating model communities, where every person will be valued, provided options, interconnected within sustainable communities, and assured a high quality of life through excellence in education and responsible decision making.

The purpose of this application is to enable the current CDCB Board members to make appropriate choices of new Board Members for service to CDCB, the CDCB staff, and the South Texas Community.

Applicants interested in serving as a board member should first read and understand the expectations and rules of Board Membership, read and understand the By-Laws, and submit a completed application before **August 22, 2018**. Applicants may also submit references or letters of recommendation for consideration if they so choose. All correspondence should be sent to CDCB, 901 E. Levee, Brownsville, TX. 78520 or hand delivered to a current Board Member. CDCB By-laws can be found at www.cdcbrownsville.org.

CDCB Board of Director Expectations:

- *Support the Mission Statement of CDCB.
- *Actively engage and recruit participants in CDCB programs.
- *Work as a part of a cohesive team with common goals.
- *Share his/her skills and expertise.

- *Dedicate time to CDCB board meetings. Board meeting are held the 3rd. Monday of each month.
- *Respect and support the majority decisions of the Board.
- *Volunteer and assist in CDCB programs and activities, including fundraising efforts
- *Participate actively in Board meetings, actions, fundraisers and public events.
- *Have no more than three (3) consecutive unexcused absences from board meetings and/or activities.
- *Represent all those whom this organization serves and not a particular geographic area or interest group.

- *Remain aware of the activities that are planned and make yourself available to participate.
- *Declare conflicts of interest as it pertains to your position on the Board and abstain from voting when appropriate.
- *Do your best to ensure that CDCB is well-maintained, financially secure, growing and always operating in the best interest of the communities we serve.

CDCB Board of Director Rules:

- *There will be no criticizing of fellow Board members or their opinions in or out of the Board meetings.
- *There will be no use of the organization for personal advantage or that of friends or relatives.
- *There will be no discussion of the confidential proceedings of the Board outside the Board room.

If you are accepted as a CDCB Board Member, CDCB will obtain a full criminal background check. This will require the Social Security Number, Drivers Licences number and date of birth for each person.

Date _____

1. Information

Candidate Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

Current Position: _____
Current Employer: _____
Work Phone: _____

2. Relevant Experience and/or Employment: Please attached Resume.

3. Please circle area(s) of expertise/contribution you feel you can make to further the mission of CDCB.

Housing Development	Personnel/HR	Other: _____
Youth Training	Community Service	_____
Financial Education	Policy Development	Other: _____
Financial Product Development	Social media/Communications	_____
Nonprofit Experience	Education/Instruction	Other: _____
Fundraising	Grant Writing	_____
Strategic Planning	Public Relations	
Design	Finance/Accounting	

4. Please list boards and committees that you serve on, or have served on (business, civic, community, fraternal, political, professional, recreational, religious, and social)

Organization	Role/Title	Date of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Why are you interested in serving as a Board member for CDCB?

6. How do you feel CDCB would benefit from your involvement on the Board?

7. Please list any groups, organizations or businesses that you could serve as a liaison on behalf of CDCB:

8. Please share any other information you feel important for consideration of your application to serve as a CDCB Board member:

9. Please review and respond to the following questions. Use a separate sheet as necessary.

a. Are you aware of any information about yourself, which might tend to reflect unfavorably on your reputation, morals, character or ability as a board member for CDCB?

_____ No _____ Yes, if yes please explain using a separate sheet of paper.

b. Have you ever been convicted of a felony?

_____ No _____ Yes, if yes please explain using a separate sheet of paper.

10. Supplemental Questions

a. Are you willing and able to attend board meetings? _____ Yes _____ No

b. Are you willing to interact with parents, children, and fellow board members with professionalism and respect? _____ Yes _____ No

c. Are you willing to uphold the responsibilities assigned to you? _____ Yes _____ No

By signing below, I attest that the information I have provided is true and correct. Additionally, my signature represents my agreement to the following statements: I understand and agree to the CDCB Board of Directors Expectations; I agree to participate pursuant to the Policies, Procedures and Bylaws of the CDCB Board; and I understand that if conflicts prevent me from performing the rules and expectations as a Board Member, I may be removed from the Board by a majority vote.

Signature: _____

Date: _____

Print Name: _____