



A message from our Founder/Executive Director.

“Thank you for your interest in becoming a member of the Board of Directors for UEAAH. We are always in need of individuals who are resourceful, committed, and excited about our goal in helping all K-12 public school teachers obtain a federally funded Basic Allowance for Housing (BAH). Becoming a board member is shared responsibility. I welcome partnership, collaboration and for you to help lead UEAAH to new heights. With that said, I invite you to read over the board job description thoroughly, and to contact me or the board president with any questions, thoughts or concerns. It is my hope that you are in agreement with what you read and that you decide to join us on our journey to fulfill our mission. I look forward to meeting you very soon.”

Azalea Renfield

Board Member Job Description

Our Mission:

To promote public policy that contributes to scalable and affordable housing for public school teachers through awareness and advocacy. Our goal is the creation of a federally funded Basic Allowance for Housing (BAH) to support the vital role that teachers play in society by preparing the next generation through education.”

Benefits to Serving on the Board of Directors:

1. Opportunity to work with community leaders and advocates to resolve the teacher housing issue.
2. Engagement in and discussion of relevant issues facing public education and teacher housing.

3. Learn best practices for managing and developing excellence in the nonprofit sector.
4. Determine federal/state/city policy and strategy that will enable UEAAH to more effectively facilitate the development of housing.
5. Recognition at all UEAAH major events.
6. Name and photo on our website and in materials as appropriate.
7. The opportunity to be part of a national movement and solution to teacher housing for all K-12 teachers across the county.

Three Legal Duties of Nonprofit Board Members in the State of California *(Specifically for California Board Members)*

1. Duty of Care

As a board member, you must exercise the care that an ordinary prudent person in a like position would be expected to demonstrate under similar circumstances. Practices that commonly fall into this category include:

- Attendance at board meetings
- Delegation, not abdication
- Keeping informed about key organizational activities and management of finances
- Decision-making processes

2. Duty of Loyalty

When you become a board member, you commit to acting in good faith. You declare allegiance to the purpose and well-being of your organization, and accept that its best interests must prevail over your interests as well as those of your employer, family and associates.

3. Duty of Obedience

You have a duty to follow your organization's bylaws and articles of incorporation, to carry out its mission, and to ensure that funds are used for lawful purposes. It is also the board's responsibility to ensure that the organization is complying with all applicable state, federal and local laws.

In California, nonprofit boards of directors of 501(c) 3 organizations are required to meet at least once annually, to file an I.R.S. form 990, and to have a President (or Board Chair), Secretary and Treasurer (one person may serve in more than one role).

General Qualifications:

A Board Member's primary responsibility is to ensure that the organization is successful and that the mission is met. In addition, the board members make sure that the organization staff and executive are faithful to the terms of its duties, and that the UEAAH is a financially viable organization. A Board Member's actions must always be aligned with our mission, vision, core values and obtaining affordable housing for educators.

The **essential functions** for the Board of Directors are as follows:

* Strategic Oversight: Through Bylaws the Board adopts and upholds the UEAAH mission and vision for the organization.

- * Operational Oversight: Oversees the operations of the organization, while delegating day-to-day operational authority to UEAAH.
- * Financial Oversight: The Board ensures that the organization remains a financially viable entity by overseeing UEAAH's financial condition.
- * Personnel: The Board approves all employment compensation at the organization, including benefits through approval of the annual budget.
- * Contracts: The Board, in consultation UEAAH, approves all major contracts.
- * Consultant Support: Board members use their individual skills, knowledge, expertise and/or community relationships to support the organization.
- * Community Relationships: Board members act as advocates and representatives of the UEAAH in creating and maintaining relationships with the community and other stakeholders.

Board Member responsibilities are as follows:

- * Regularly prepares for and attends monthly meeting (3rd Wednesdays of the month at 6pm-8pm).
- * Participates on at least one subcommittee of the Board (when necessary).
- * Works cooperatively with fellow Trustees to complete the Board's work in a timely manner.
- * Ensures that her or his participation contributes to the effective operation of the Board and the success of the organization by:
 - Focusing exclusively in the best interests of the Board and the organization rather than on any personal or other agenda.
 - Maintaining objectivity in all deliberations.
 - Supporting all Board decisions once they are made.
 - Participating in honest evaluations of one's own performance and that of the Board.
- * Attends Board training workshops (when necessary).
- * Provides the Board and the organization with advice and technical assistance in her or his individual areas of expertise.
- * Acts as an advocate and representative of the organization in creating and maintaining relationships with staff, the community, governmental bodies and financial supporters.
- * Lastly, contributes to the organization by donating money and/or helping to secure sponsors/donors and other monetary sources of financial support.

Skills/Requirements

A United Educators Association for Affordable Housing (UEAAH) Board Member is more than a community volunteer. This person's work supports the vision that all of our educators will be stable with affordable housing; resulting in the creation of opportunities for a brighter future. A Board Member makes the commitment to work and lead with determination, integrity and purpose, and embodies these essential qualities:

- * Passionate with an unwavering commitment to UEAAH's mission.
- * Has a shared vision for the organization and the steps required to realize that vision.
- * Expects that all educators can and will gain affordable housing.
- * Believes in UEAAH's design and course of action as the best means of accomplishing the organization mission and realizing its vision.

- * Understands the promises contained in the Bylaws.
- * Understands the distinction between the roles and responsibilities of each person and entity involved.
- * Willingness to volunteer for one or more Board committees and the ability to contribute appropriate time and energy necessary to follow through on assigned tasks.
- * Results-oriented with the ability to work within a team structure.
- * Specific knowledge, experience, and/or interest in at least one element of governance for the nonprofit organization.
- * Commitment to a partnership based on mutual trust and respect among the Board, the Executive Director and UEAAH's staff and volunteers.

If you are interested in applying, please send your cover letter and resume to jobs@ueaah.org, arenfield@ueaah.org or to cbuganski@ueaah.org. We thank you again or your interest.