

# Wisconsin Housing Alliance

## Board Member Responsibilities



### Key Roles of a Board

#### Set Organizational Direction

- Participate in strategic planning sessions
- Determine/refine the Wisconsin Housing Alliance's mission
- Set the vision for the future
- Establish Wisconsin Housing Alliance's values
- Set major goals and develop strategies
- Approve operational or annual plans

#### Ensure Necessary Resources

- Hire, oversee and support Executive Director
- Ensure adequate financial resources
- Enhance the Wisconsin Housing Alliance's public standing and advocate for the mission
- Ensure the presence of a capable and responsible board

#### Provide Oversight

- Oversee financial management
- Minimize exposure to risk (financial, reputational, etc)
- Measure progress against the strategic plan
- Monitor and evaluate programs and services
- Formally evaluate the Executive Director at the end of each contract term
- Evaluate itself (every two to three years)

### Legal Responsibilities of Board Members

#### Duty of Loyalty

- Put interests of the Wisconsin Housing Alliance before personal and professional interests when acting on behalf of the Wisconsin Housing Alliance
- A board member must give undivided allegiance when making decisions affecting the organization
- Cannot use information obtained through service for personal gain
- Confidentiality and loyalty to the organization is the underlying duty

#### Duty of Care

- Level of competence that is expected of a board member
- Care that an ordinary, prudent person would exercise in a like position under similar circumstances
- Actively participate and use best judgement regarding the use of assets and goodwill

#### Duty of Obedience

- Faithful to the Wisconsin Housing Alliance's mission
- Must manage donated funds to fulfil the Wisconsin Housing Alliance's mission
- Must obey the law and the Wisconsin Housing Alliance's internal rules and regulations

## Other Responsibilities of the Board Member

- Attend Board Meetings
- Be Informed – know the mission, services, programs and policies
- Advocate for the Wisconsin Housing Alliance
- Follow conflict of interest and confidentiality policies
- Approve high-level organizational goals and policies
- Oversee organizational performance
- Serve on committees or task forces
- Make a meaningful personal financial contribution to the Wisconsin Housing Alliance PAC fund and Tomorrow's Home Foundation within your personal means
- Participate in fundraising activities and attend fundraising events
- Serve as a volunteer when needed

