



JOB DESCRIPTION FOR BOARD OF DIRECTORS

Houses into Homes Mission

Houses into Homes' mission is to help people feel the comfort of home and to do so in a way that honors their experience and engages them with unconditional positive regard. We provide gently-used beds, furniture, and household items for families and individuals in Johnson County who are exiting homelessness, domestic violence, and other crisis situations.

Responsibilities of the Board of Directors

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

- Determining the mission and purpose of the organization.
- Overseeing and evaluating the performance of the Executive Director.
- Strategic and organizational planning.
- Ensuring strong fiduciary oversight and financial management.
- Fundraising and resource development.
- Approving and monitoring Houses into Homes' programs and services.
- Enhancing Houses into Homes' public image.
- Assessing its own performance as the governing body of Houses into Homes.

Board Member Responsibilities

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 Houses into Homes to advance its mission.
- Give a meaningful personal financial donation.
- 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.
- Actively serve on at least one committee.
- 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 and during meetings.
- Maintain confidentiality about all internal matters of Houses into Homes.

Treasurer of the Board Responsibilities

The Treasurer of the Board is expected to:

- Provide financial management and oversight.
- Help create and maintain the budget and financial reports, including those required for an annual audit.
- Ensure the organization's finances align with and support the overall mission.
- Develop systems for ensuring the organization's solvency.
- Lead the Board in the development of the organization's financial policies including who can access funds, who has check signing authority, how expenses are reimbursed, use of the organization's credit card, and handling of small cash expenses.
- Monitor the budget and compare and report actual expenses against budgeted expenses.
- File Form 990 on a timely basis.