

## **ROLES AND RESPONSIBILITIES OF A DIRECTOR**

The activities and affairs of the Housing Trust Fund Ventura County (“HTFVC” or the “corporation”) shall be conducted, and all corporate powers shall be exercised by or under the direction of a Board of Directors. These activities and affairs shall include, but not limited to, the power to borrow money on behalf of the corporation and cause to be executed and delivered for the corporation’s purposes, in the corporate name, promissory notes, bonds, deeds of trust, mortgages, pledges, hypothecations, and other evidence of debt and securities.

HTFVC’s Board of Directors is comprised of individuals who believe in the importance of increasing the housing options available to Ventura County residents. Members work closely with a dynamic and committed group of individuals in a regional and cooperative manner to increase housing availability and affordability throughout Ventura County. Members are individuals who possess a sense of honesty, personal integrity, tolerance of differing views, have a developed sense of values, and a friendly, responsive, and patient attitude.

HTFVC Board of Directors should have the skills, ability, willingness, and availability to:

- Advocate for HTFVC and its constituencies.
- Listen, analyze, and think strategically and critically.
- Work well with the people on the board, staff, and in our community.
- Ask questions, take responsibility, and follow through on agreed-upon action items.
- Open doors in the community and assist with community-building efforts.
- Develop skills, if necessary, such as: cultivating and soliciting funds; cultivating and recruiting board members and other volunteers; reading and understanding financial statements.

### HTFVC Board Member Duties and Responsibilities

Directors of the HTFVC Board of Directors have and agree to the following duties and responsibilities:

- Perform any and all duties imposed on them collectively or individually by law, by the Articles of Incorporation and Bylaws of HTFVC.
- Actively participate in setting policy, including the mission, vision and action planning for HTFVC.
- Act as a public advocate for HTFVC.
- Abide by conflict of interest policies and perform responsibilities ethically.
- Register valid physical addresses, email addresses, and phone number with the Board Secretary of the corporation for the purposes of receiving communications and notices of meetings. Notices mailed or e-mailed to such addresses shall be valid notices thereof.

- Appoint and remove, employ and discharge all agents and employees of HTFVC; and, except as otherwise provided in the Bylaws, prescribe the duties and fix the compensation, if any, of all officers, agents, and employees of the corporation.
- Supervise the Chief Executive Officer to ensure that all agents and employees of the corporation properly perform their duties;
- Participate in staff performance evaluations, including helping to set goals and objectives.
- Assist with the recruitment and orientation of new board members.
- Prepare for and regularly attend board meetings (currently monthly) and functions, such as special fundraising events, as needed.
- Review meeting notes and agendas in advance and follow through on agreed-upon action items.
- Provide financial and programmatic oversight, ensuring effective controls and evaluations are in place.
- Assist the board in carrying out its fiduciary responsibilities, such as adopting an annual budget, reviewing periodic HTFVC's financial statements, complying with all regulations, and ensuring accountability to the public.
- Participate personally and actively in fundraising for HTFVC, which may include raising funds by direct contact with current and prospective donors, including personal friends and colleagues.
- Board members are asked to make an annual contribution of \$500 (or best effort) to the organization; this can be a personal donation or company expense.

By signing my name below, I acknowledge that I have read and agree to uphold the responsibilities of an HTFVC Board of Director.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Housing Trust Fund VENTURA COUNTY**

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