

HOTEL INC Board Member Minimum Job Requirements

- An interest and belief in the mission of HOTEL INC, and a desire to promote our mission in the community.
- A meaningful annual financial contribution to the organization.
- A willingness to support HOTEL INC with your financial contributions and solicit contributions from the community, either by direct requests in person, by phone or by mail, special events or assistance with prospecting.
- Qualifications may include specific practical experience and/or knowledge in at least one of the following areas:

Planning/Programming

Finance/Budgeting

Organization Operations/Administration

Community Relations/Marketing

Law/Legal Issues

Personal/Human Resources

Technology

Fund Development

- You are representative of a segment of the population of the community.
- A willingness to expand your knowledge of HOTEL INC through orientation and on-going board member education.
- A willingness to be a goodwill ambassador for HOTEL INC in the community.
- A willingness to recruit qualified volunteers.
- A willingness to support HOTEL INC with your time as follows:
 - Attend monthly board meetings.
 - Actively participate as a member of at least one committee.
 - Attend HOTEL INC sponsored events.

Mission Statement:

HOTEL INC exists to break the cycle of poverty and homelessness and build self-sufficient households.

HOTEL INC Board Member Position Description

Title:

Board Member

Reports to:

President/Chair of the Board

Functions: To determine policies and procedures for the conduct of the organization; to assist in securing funds; to support the mission of the organization and finance the organization's programs; and to monitor organizational performance.

Specific Duties:

1. Make a considerable commitment to HOTEL INC and its mission.
2. Understand the goals, policies, and programs of the organization.
3. Regularly attend board and committee meetings, and actively participate in the policy-making and strategic decisions of the board.
4. Participate actively on one or more of the board's committees suited to your interests and skills, and provide assistance on an individual basis in your area of personal expertise.
5. Take financial responsibility for the organization, assisting the organization in setting and reaching its funding goals.

Specific Responsibilities and Powers:

1. Elect other members of the board upon nomination by the nominating committee.
2. Provide expertise as requested by staff members.
3. Establish policies for administering the programs and services, which are in harmony with the purpose of the organization.
4. Ensure that the financial affairs of the organizations are conducted on a responsible basis in accordance with established policies.
5. Active participation in securing funds required for operation by working with staff and board members.

Terms: Directors shall be elected to one, three-year term (3 years). After the first completed terms, directors may renew their service on an annual basis or may renew for another three (3) year term. Directors may not serve more than six (6) consecutive years, after which it shall be mandatory to retire for at least one (1) year.

Resignation: Letter of resignation shall be sent to President and presented to Board member (directors) at next meeting.