



## ANCHORAGE COALITION TO END HOMELESSNESS Board of Director Member Application

The mission of the Anchorage Coalition to End Homelessness (ACEH) is to *provide dynamic leadership to unite Anchorage in making homelessness rare, brief and one-time.*

Please note that questions below will be released in the election packet to the board. All sensitive and personal information will be removed prior to the release.

### Personal

| First Name                       | Middle     | Last Name  | Familiar Name |
|----------------------------------|------------|------------|---------------|
|                                  |            |            |               |
| Address                          |            |            |               |
|                                  |            |            |               |
| Home Phone                       | Work Phone | Cell Phone | Email         |
|                                  |            |            |               |
| Employer                         |            |            |               |
|                                  |            |            |               |
| Employer Address                 |            |            |               |
|                                  |            |            |               |
| Type of business or organization |            |            |               |
|                                  |            |            |               |

### Education & History

| Institution   | Degree and Major |                 |
|---|------------------|-----------------|
|   |                  |                 |
| Institution   | Degree and Major |                 |
|   |                  |                 |
| Please list your past and present memberships on boards, committees and organizations: (business, civic, community, political, professional, recreational, religious and social). |                  |                 |
| Organization  | Role/Title       | Date of Service |
|   |                  |                 |
| Organization  | Role/Title       | Date of Service |
|   |                  |                 |



| Organization   | Role/Title | Date of Service |
|--|------------|-----------------|
|  |            |                 |
| Organization   | Role/Title | Date of Service |
|  |            |                 |
| <b>Please list notable achievements in your services to above organizations:</b>               |            |                 |
|  |            |                 |
| <b>Please describe your other volunteer experience:</b>  |            |                 |
|  |            |                 |
| <b>How many years have you been involved or worked with homeless or housing?</b>               |            |                 |
|  |            |                 |
| <b>Are you currently homeless or ever experienced homelessness?</b>                            |            |                 |
|  |            |                 |
| <b>What is your experience with ACEH?</b>  |            |                 |
|  |            |                 |
| <b>Who recommended you for an ACEH board position? Who else do you know on the ACEH board?</b> |            |                 |
|  |            |                 |
| <b>Why are you interested in serving as an ACEH board member?</b>                              |            |                 |
|  |            |                 |

| <b>Please mark the skills and/or interests you bring to the board:</b> |                    |                          |                          |                          |                      |
|--|--------------------|--------------------------|--------------------------|--------------------------|----------------------|
| <input type="checkbox"/>   | Reading Financials | <input type="checkbox"/> | Business Management      | <input type="checkbox"/> | Accounting           |
| <input type="checkbox"/>   | Human Resources    | <input type="checkbox"/> | Communications           | <input type="checkbox"/> | Grant Writing        |
| <input type="checkbox"/>   | Administration     | <input type="checkbox"/> | Advocacy                 | <input type="checkbox"/> | Nonprofit Experience |
| <input type="checkbox"/>   | Community Service  | <input type="checkbox"/> | Leadership Development   | <input type="checkbox"/> | Law / Legal Issues   |
| <input type="checkbox"/>   | Policy Development | <input type="checkbox"/> | Real Estate              | <input type="checkbox"/> | Banking              |
| <input type="checkbox"/>   | Program Evaluation | <input type="checkbox"/> | Information Technology   | <input type="checkbox"/> | Web Design           |
| <input type="checkbox"/>   | Public Relations   | <input type="checkbox"/> | Strategic Planning       | <input type="checkbox"/> | Event Planning       |
| <input type="checkbox"/>   | Campaign Planning  | <input type="checkbox"/> | Education / Instruction  | <input type="checkbox"/> | Medical / Healthcare |
| <input type="checkbox"/>   | Membership Growth  | <input type="checkbox"/> | Social Media / Marketing | <input type="checkbox"/> | Child Development    |
| <b>Other unique talents or skillsets you bring as a board member?</b>  |                    |                          |                          |                          |                      |
|  |                    |                          |                          |                          |                      |



Time commitment: Board meetings are held quarterly for 2 hours. Each board members is also expected to serve on board committees as the need arises. It is encouraged for board members to participate in monthly advisory council meetings to engage in system work as they can. Additionally, board members will be asked to attend special events throughout the year in support of ACEH and ACEH partners. Can you reasonably commit to this amount of time?

| Please list three references: |              |                      |
|-------------------------------|--------------|----------------------|
| Name                          | Relationship | Phone Number / Email |
|                               |              |                      |
| Name                          | Relationship | Phone Number / Email |
|                               |              |                      |
| Name                          | Relationship | Phone Number / Email |
|                               |              |                      |

**Optional: Attach Resume**

\_\_\_\_\_

Board Applicant Signature

\_\_\_\_\_

Date



## **Board Member Job Description**

### **Anchorage Coalition to End Homelessness Board of Directors**

#### **Roles & Responsibilities**

1. Govern and oversee the overall organization including implementation of the mission, vision, and values
2. Select, support, and evaluate the Anchorage Coalition to End Homelessness (ACEH) Executive Director
3. Provide strategic direction for the organization and the ACEH Executive Director to guide effective organizational planning
4. Provide ongoing financial oversight
5. Ensure adequate resources and plan for organizational sustainability
6. Ensure legal and ethical integrity and maintain confidentiality and accountability
7. Recruit and orient new board members, assess board performance and work to ensure continuous board improvement
8. Enhance the organization's public standing
9. Determine, monitor, and strengthen the organization's programs and role in the community
10. Serve as an active advocate and ambassador for the organization and the Anchorage Homeless Response System

#### **As a member of this board, I commit to:**

- Attend and participate in board meetings and functions and understand that if I have three unexcused absences I will be removed from the board
- Participate in at least one board committee when the need arises
- Maintain an individual membership with ACEH for the entirety of board service
- Hold the agency and the board to a high standard of performance and actively help make ACEH a successful organization
- Understand board member roles and responsibilities and become sufficiently knowledgeable about ACEH and its operations to make informed decisions
- Understand the legal responsibilities that I assume as a board member
- Read materials sent to the board and come prepared to board and committee meetings
- Arrive at meetings on time and stay for the full agenda unless I have provided prior notice
- Ask for clarification on any matters or materials that I do not understand before making a decision
- Listen carefully to other board members and staff with an open mind and an objective perspective
- Actively work towards decisions and solutions that are in the organization's best interests
- Respect and maintain confidentiality of the board's business
- Avoid conflicts of interest as detailed in the Conflicts of Interest Policy
- Avoid discrimination and abide by the principles of equal opportunity
- Adhere to the ACEH Board By-Laws, policies, and board resolutions
- Maintain confidentiality about all internal matters of the organization

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ACEH Board of Director Signature

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Date



## Anchorage Coalition to End Homelessness Corporation's Conflict of Interest Policy (1 of 2)

A conflict of interest exists when an actual or perceived interest by an Anchorage Coalition to End Homelessness (ACEH) Board Member and/or Homeless Response System (HRS) Advisory Council Member causes them to participate in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain.

A conflict of interest occurs when an ACEH Board Member or HRS Advisory Council Member has a direct or indirect fiduciary or financial interest in or relationship to (including, but not limited to), ownership, employment, contractual, creditor, or consultative relationship; or Board, Advisory Council, or staff membership in a business, organization, program or other entity and:

- The ACEH Board Member or HRS Advisory Council Member has a direct financial, contractual or other recognized relationship with such entity, and / or such entity is the direct or indirect subject of a decision by the CoC
- No ACEH Board Member or Advisory Council Member shall use their position, or the knowledge gained there from, in such a manner that a conflict between the interest of the organization or any of its affiliates and their personal interests arises
- If an ACEH Board Member or HRS Advisory Council Member has an interest in a proposed transaction in the form of a personal financial interest, or in any organizations involved in the transaction, or holds a position as trustee, director, or officer in any such organization, they must make full disclosure of such interest before any discussion or negotiation of such transaction
- Any ACEH Board Member or HRS Advisory Council Member who is aware of a potential conflict of interest with respect to any matter coming before the Board, Advisory Council, or any Committee is obligated to disclose such a conflict of interest to the entire Board and / or Advisory Council



## Anchorage Coalition to End Homelessness Corporation's Conflict of Interest Policy (2 of 2)

Please check one of the following:

- I am either employed by, a consultant for, an officer of, or a Board or Advisory Member of the following organization(s), which have received, may seek, or are eligible for funding under HUD guidelines. This declaration also extends to any family member. I declare the following conflict of interest:**

Organization: \_\_\_\_\_

Title: \_\_\_\_\_

Period of Affiliation: \_\_\_\_\_

Organization: \_\_\_\_\_

Title: \_\_\_\_\_

Period of Affiliation: \_\_\_\_\_

*Please attach additional pages if necessary*

- I am either employed by, a consultant for, an officer of, or an ACEH Board or Advisory Member of the following organization(s), which have received or may seek business / financial opportunities with the Continuum of Care (CoC). This declaration also extends to any family member. I declare the following conflict of interest:**

Organization: \_\_\_\_\_

Title: \_\_\_\_\_

Period of Affiliation: \_\_\_\_\_

Organization: \_\_\_\_\_

Title: \_\_\_\_\_

Period of Affiliation: \_\_\_\_\_

*Please attach additional pages if necessary*

- I do not have an apparent conflict of interest**

I have received, read and understand fully the Conflict of Interest Policy given here and will comply by bringing any potential conflict of interest situations to the Board and / or Advisory Council for consideration.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date